OAKWOOD COMMUNITY SCHOOL

Oakwood Community School

Admissions Policy

Written and reviewed by	Kate Stevens	Date	28/09/26
Headteacher review	Kate Stevens	Date	28/09/26
Proprietary board review	Mandy Cheriton- Metcalf	Date	28/09/26
Next Review	October 2029		

Statutory Guidance

- Under the Sex Discrimination Act of 1975, admissions policies must not discriminate against applicants on the grounds of sex except where the school is a single sex school. Admission arrangements for a co-educational school may not be used to achieve a fixed proportion of boys or girls at the school, as this may be breaching the Sex Discrimination Act.

- The Race Relations Act 1976 makes it unlawful for admission authorities to discriminate against applicants based on race, colour, nationality or ethnic origin.

Purpose

At Oakwood Community School the Head is responsible for the admission of all pupils.

The roles and responsibilities of the Directors and Senior managers

The Proprietary board and senior managers will ensure that:

- the admission arrangements are reviewed annually, and consultation takes place on any changes that may take place
- the admission arrangements are published on the school website and made available to parents/carers
- an admissions register is kept up to date for the school
- the capacity, formula and age range of the pupils corresponds to the number of available places
- places are identified on the school's registration documents

Roles and responsibilities of the Head Teacher, other staff and managers:

The Headteacher will ensure that:

- Pupils are admitted in accordance with this policy
- The school is represented in the referral process of the organisation
- Young people are placed at Oakwood Community School if it is appropriate to their individual needs.

- All staff are expected to follow this policy when advising prospective pupils, parents, social workers and referring bodies.

The referral process.

Initial contact is made through the Headteacher. Representatives of Local Authorities, the Education Services, Social Services, Justice or Health Authority may formally refer a young person to the school. Copies of all relevant documentation are requested at this point, including Statements of Education Needs, Education, Health Care Plans and past education history.
Local Authority staff, Social Workers, Parents and prospective pupils are welcomed to visit the school prior to any formal referral being made, during the referral process and subsequent placement. All visits are to be made by prior arrangement with the Headteacher. A meeting of all parties concerned with that prospective pupil takes place in order to agree a particular plan of action regarding the young person's education.

Planning for transition

The teaching staff will be given all documentation relating to the young person's education prior to the student being admitted into the school, including the young person's risk assessment (if available).
It is the duty of the Headteacher to liaise with the pupil's social worker and past/current school to establish links to find out information regarding the new admission. Emphasis is placed upon developing positive relationships between the pupil and staff allocated to support the transition to the new school.

The enrolment processes:

- Pupils may enrol at any point during the school year and at any time in their school career.
- The Head teacher makes an offer of placement to the funding LA.
- The young person will be given a start date.
- This may comprise of an initial period of assessments (time to be decided).
- Following this the student will be given a timetable of classes to commence education.
- All students admitted to the school will be recorded on the Admissions register.

- Pupils who cannot manage at an education site may be offered an alternative education package with the approval of the Social Worker, parents and all stakeholders. The pupil will, however, be registered at a school site and all efforts will be made to ensure that the pupil works towards maintaining a full-time education placement on his/her allocated school site.