

2025

Admissions



**Woolgrove School,
Special Needs Academy**
Live, Laugh and Learn
Together

Owner: Headteacher

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

Woolgrove School, Special Needs Academy is a special primary single academy trust.

Every pupil at Woolgrove School has an Education, Health and Care Plan (EHCP). Entry to the school can be at any age from Reception to Year 6.

Admissions to Woolgrove for pupils who live in Hertfordshire are made by Hertfordshire Local Authority by the SEND provision and placement panel.

The SEND provision and placement panel considers every request on an individual basis. The decisions they make are based on the evidence provided and the following law and regulations:

- The Children and Families Act (2014)
- The Education Act 1996
- The Equality Act 2010
- The Special Educational Needs and Disability Regulations (2014)
- The Special Educational Needs (Personal Budgets) Regulations (2014)
- The SEND Code of Practice (2015)
- SEND and alternative provision improvement plan: right support, right place, right time (March 2023)

3. How to apply

The local authority is responsible for the decision to place a child or young person (CYP) in a specialist provision. A provision panel with multi-professional membership considers individuals with an Education Health and Care Plan (EHCP) where a specialist placement is requested by a parent or young person in accordance with Section 38 and 39 of the Children and Families Act 2014 and as advised in the Code of

Practice (paragraph 9:78/9). The Panel makes a decision on the type of placement that is suitable for the child or young person's age, aptitude, ability and SEN and identifies the specific setting that is appropriate for them. Full details about the operation of provision panels are available in a separate Provision Panel 'Terms of Reference' document. CYP will only be admitted to special schools or formally designated 'specialist provisions' in mainstream schools if they have an EHCP, or in exceptional cases in accordance with Section 34 of the Children and Families Act 2014, for example when a child moves into the area from a different country with complex needs / had been educated in the country's equivalent of a specialist provision previously.

Please see HCC's Local Offer for full details of the process for applying for and obtaining a place at a special school.

Requesting a special school place

Type of special schools

The panel use this [special schools admissions guidance \(PDF 291kb\)](#) as guidance for making a decision about whether a child or young person would be suitably placed in that type of school.

Woolgrove School, Special Needs Academy is a Learning Difficulties School and the admission guidance for our pupils is:

Learning Difficulties (LD)

Our LD schools will enable CYP to achieve their best possible outcomes for those whose cognitive ability/attainment is between 34 – 50% of their chronological age, following implementation meaningful and purposeful intervention to address their SEND using an APDR cycle. Progress will remain slow and the attainment gap between them and their typically developing peers is likely to grow. These CYP may also have co-existing needs (SLCN, ASD, HI, VI, PNI) at a similar or lower level. Consideration should be given to the age of the children and best endeavours used to enable children to achieve their potential. These children are likely to plateau at attainment at the end of Key Stage 1 when entering Secondary School.

The Good Schools Guide provides some helpful guidance as to specific characteristics that these children may exhibit: Moderate learning difficulties | The Good Schools Guide Great care and consideration should be taken when making decisions in relation to younger children in particular, to be sure that they are not delayed rather than having a generalised / moderate learning difficulty, particularly when looking at their level of attainment as a % against their chronological age. This is why it is critical to ensure provision has been put in place to address their needs, utilising the recommended Valuing SEND tool where possible, to ensure children are given every opportunity to access the broad and balanced curriculum that a mainstream school offers to achieve their potential.

Out of Local Authority (OLA) Admissions

Consultations for OLA admissions come directly to the school. The Headteacher of Woolgrove School, Special Needs Academy uses the Hertfordshire Admissions and Exit Guidance for LD Schools for all OLA admissions.

4. Allocation of places

5.1 Funded Number

The school has a funded number of 125 pupils (Reception to Year 6).

5.2 Waiting list

The Local Authority's School Placement Officer (SPO) has responsibility for allocating placements at Woolgrove School. She works with the Headteacher and Panel and Placement Chair to allocate places and maintain the SSPS (Special School Placement System).

5. Appeals

If your child's application for a place at the school is unsuccessful, you can appeal Section I of your child's EHCP – the name and type, or just type, of the setting to be attended.

Please see the government guidance on SEND Tribunals and appeals.

[Appeal an education, health and care \(EHC\) plan decision: Who can appeal - GOV.UK](#)

6. Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.