



Admissions Policy

Policy Statement

Wolfdale School is a school for students that have high functioning Autism Spectrum Disorder but welcomes pupils of all faiths, cultures, races and family backgrounds. We are happy to admit a pupil with similar disability as long as both parents and school conclude that we can provide appropriately for the child's specific needs. The school seeks to ensure that disabled prospective pupils are not treated less favourably or unfairly in the admissions process and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.

Wolfdale welcomes applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy. This applies to all pupils and includes inappropriate discrimination on the grounds of: gender; age; religion or belief; physical ability or disability (including HIV status); learning ability; other special educational needs or academic or sporting ability; race (including colour, nationality, ethnicity, family, cultural or linguistic background); marital status and civil partnership; sex; sexual orientation; trade union membership; part-time and fixed-term working; gender reassignment; pregnancy and maternity. These factors are taken into account in the care of our community members so that care is sensitive to different needs.

Admission is based on:

- Consultation with SENA and the family of the pupil.
- Agreement that the school can successfully meet the needs of pupils as defined by their Statement of SEN and/or Education, Health and Care Plan (EHCP).
- A satisfactory home or school visit(s) with the prospective pupil and family.
- The completion of a signed declaration by all parents of the prospective pupil, which informs the school of all known special educational needs of the prospective pupil concerned.

Wolfdale School is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006. From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's Admissions Register in line with the Education (Pupil Registration) (England) Regulations 2006.

Wolfdale School reserves the right to refuse entry and progress into any year from Year 3 to Year 11 if the school's structure, in the opinion of the relevant Directors and teachers, does not meet the educational, pastoral and social needs of the pupil concerned.



Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure. The way in which Wolfdale School deals with pupil exclusion and removal is set out in the Exclusions Policy. Therefore, this Admissions Policy should be read in conjunction with the School's Behaviour and Discipline Policy and Exclusions, Expulsion, Removal and Review Policy.

Admissions Register (for school use):

- On taking up a place at the school an entry is made in the Admissions Register.
- The Admissions Register is held on electronic format on the School's main database, Access.
- The Admissions Register is stored on the computer, copied electronically to a backup memory device.
- The persons responsible for the administration of the Admissions Register are the Registrar and School.

WOLFDALÉ SCHOOL

Removing Barriers to Learning

The following items are recorded in the Register:

- Full Name
- Gender
- Name and address of all parents/guardians and/or carer with an indication of the parent/guardian and/or carer with whom the pupil normally resides
- At least one telephone number at which the parent/guardian can be contacted in an emergency
- Date of Birth
- Date of Admission / Re-admission
- Name and address of previous school
- Name of Year Group on entry (e.g. Year 7)

- Copies of the Admissions Register are held at the school for a minimum of 3 years
- The Admissions Register allows for the inclusion / deletion from the register and is done in line with the Education (Pupil Registration) (England) Regulations 2006