



Oak Lodge School Admissions Policy

Policy Date	September 2023	Review September 2025
Agreed to be adopted Signature:	Date : November 2024	Schools & Resources committee

1. Introduction

Oak Lodge is a regional maintained Special Education Needs day and residential school in the London Borough of Wandsworth. Oak Lodge School provides education for pupils aged 10 to 19; who are D/deaf and/or who have speech, language and communication needs (SLCN) who benefit from being educated in an inclusive total communication environment.

The school ensures the development of each student's full language and communication potential, using a student-centred multi-modal approach to language development which includes BSL, Sign Supported English (SSE), spoken English, written English and the use of visual and kinaesthetic learning strategies.

In addition to D/deafness and SLCN many of our pupils have additional needs e.g. Autistic Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder, Motor Difficulties, Visual Impairment (VI), Emotional and Behavioural Difficulties, Multi-Sensory Impairments (MSI), and require a differentiated curriculum and more intensive support to facilitate their learning.

2. Principles

- 2.1 All pupils admitted to Oak Lodge School have to be in receipt of an Educational and Health Care Plan (EHCP) and have a diagnosis of D/deafness and or have and an identified Speech, Language and Communication Need.
- 2.2 Consultation for a place at Oak Lodge School takes account of parental wishes, the referring Authority, Wandsworth Local Authority Admissions Guidance and the SEND Code of Practice.

3. Procedures

- 3.1 Oak Lodge admit pupils from many Local Authorities (LAs) in addition to Wandsworth, applications are made by the Local Authority, where the child is resident, to Wandsworth LA.
- 3.2 The school is consulted by the pupil's Local Authority and will make an assessment about whether or not needs can be met within the framework of the SEND Code of Practice.
- 3.3 Assessment for suitability of placement is based on:
 - The child's Education Health and Care Plan and other supporting documentation e.g. annual reviews, professional reports
 - The school's own knowledge of the child gathered on a school visit
 - Discussion with parents and carers about their child's needs
 - Discussion with the current placement regarding the child's needs
- 3.4 Where an application is made for a place, and there is a place available within the school as a whole, the following criteria will be applied in order of priority in deciding whether a place can be offered:
 - There is room within the class/year group that the child is in and adding another child to this group will not adversely affect the provision of efficient education

for the children with whom he/she would be educated or the efficient use of resources;

- Offering this child a place will maintain a positive balance between the types of SEN within the year group and school ;

3.5 Parents seeking a place at Oak Lodge for their child will be advised of the procedures and of the need to contact their Local Authority. They will be advised of their right to appeal to the Special Educational Needs and Disability Tribunal (SENDIST)

3.6. Once Oak Lodge School has been named in the EHCP, and funding has been agreed by pupil's local authority, Oak Lodge will contact the parents to agree a start date. Pupils will only be enrolled once all appropriate admissions paperwork has been completed and signed by the parent/carer.

4. Assessment Placements

- 4.1 There may be rare occasions when the school admits a child on an assessment placement in order for the child's needs to be determined. This might include assessment for a pupil who have recently arrived in the UK for whom the process of drafting an Education, Health and Care Plan has not been completed.
- 4.2 Pupils will only be accepted on assessment placements at the request of the placing LA and the agreement of the admitting LA.
- 4.3 The school will contribute to an assessment report to inform the drafting of an Education, Health and Care Plan.
- 4.4 If the result of the assessment suggests the pupil is best educated in an alternative placement the school will work collaboratively with others to ensure a phased and supported transfer to the alternative placement.

5. Residential Placement

Oak Lodge have a residential provision Monday to Friday, 38 weeks a year.

Residential placements have to be agreed by the Referring Local Authority Education Provision and/or Social Care provision.