



Walton Hall Academy

Admissions Policy



Document Owner:	Julie Wood
Approved By:	Academy Council
Queries to:	Julie Wood
Review period:	Annually

Walton Hall Academy is a generic special secondary academy for students aged from 11 – 19 years. Students have a wide and varied range of learning needs. All students that attend our school must have an Educational Health Care plan.

Walton Hall Academy is located in a rural environment on the outskirts of Eccleshall, Staffordshire. We have extensive grounds providing a wide range of vocational opportunities for our students including a working farm, a motor vehicle workshop, forest school and horticultural areas. Walton Hall Academy serves families from Staffordshire, Shropshire, Stoke and East Cheshire.

Walton Hall Academy is a member of the Shaw Education Trust. <https://www.shaw-education.org.uk/>

Walton Hall Academy is a specialised provision for meeting the needs of students for whom a mainstream school would not be suitable.

A full description of our provision is described in our Local Offer which is available to read or download from our academy website:
<https://waltonhallacademy.org.uk/about-us/key-information/local-offer>

Admissions arrangements

The number of planned places at Walton Hall Academy is agreed annually with the local authority. This can vary year on year depending on our capacity to meet the needs of our diverse population of students. Currently our planned place number is 185 to include Post 16.

Admission to the academy is through the SEND, Assessment and Planning Service at the Local Authority. Admissions are carried out throughout the year as required to meet individual needs. If a parent states that they would like Walton Hall as the named school on their child's EHC plan, the SEND team will consult directly with our school.

Our decision-making process follows the SEND Code of Practice 2015 which states:

9.79 If a child's parent or a young person makes a request for a particular nursery, school or post-16 institution in these groups the local authority must comply with that preference and name the school or college in the EHC plan unless:

- it would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or*
- the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources*

Currently we are oversubscribed and have 201 students on roll across all key stages.

Mission Statement/Aims

Walton Hall Academy provides a safe, secure and positive environment where both students and staff are given the opportunity to achieve the best that they can be. We aim to develop student's CONFIDENCE, COMPETENCE and INDEPENDENCE in all aspects of their lives.

We aim to provide:

- An inclusive and stimulating curriculum
- Close liaison with parents/carers and other service providers
- A safe and secure learning environment
- Opportunities for success at every level
- Links with other local schools/academies
- Skills to prepare students for life as a young adult.

Procedures

Prior to accepting a student into the academy, our transition team meets to analyse the documentation sent over as part of the consultation from the local authority SEND team.

As part of this process, the transition team will communicate with existing provisions, parents and other professionals who could support effective decision-making as to whether we are the most suitable provision for the student.

Once a decision has been made, this is reported back to the SEND team. If we have decided that we can meet the needs of the student, we will then commence transition processes.

During the transition period, students are assessed to ensure that they are allocated to the appropriate teaching group and follow an appropriate curriculum to best meet their needs.

Transition Aims

- To ensure all parents, carers, education professionals and students have access to quality transition arrangements when transferring to Walton Hall Academy.
- To remove perceived transition barriers (social, physical and emotional) to ensure admission is a positive experience and students feel secure during the process (see transition plan)
- To transfer student information and data to aid provision planning and resource allocation.
- To ensure all information regarding any safeguarding incidents is transferred in a safe and confidential way to the safeguarding team at Walton Hall Academy
- To ensure all medical information and care plans are shared in order to ensure medical needs provision is carefully planned.

Prospective parents are invited to an informal meeting/tour of the school with a member of the senior leadership team. There are scheduled dates throughout the academic year, but visits are also facilitated on a needs led basis if the school has capacity to do so.

Staff will meet with the parents/carers and professionals involved with the child to ensure a smooth transition reflecting the individual needs of each child. Parents will receive an admissions booklet which includes a range of admission papers and consent forms for them to

complete. The school nurse will discuss and complete all medical papers.

For students starting at the beginning of the academic year they are invited to a series of transition visits during the spring and summer terms supported by staff from their current setting.

Staff from Walton Hall Academy will visit students in their current educational setting, where this is appropriate, to observe them in a familiar classroom and social environment.

Discussions and sharing of information is key during the transition phase.

Where possible the transition teacher attends the final Annual Review meeting of incoming students at relevant feeder schools/academies.

Current year 7 Walton Hall students will visit our feeder school, Marshlands, and share their experiences of when they started Walton Hall Academy. These students will act as 'buddies' during transition visits to Walton Hall Academy. The Principal/transition lead will visit Marshlands school to present assemblies in preparation for transition.

An informal coffee morning is held for parents/carers in the summer term to give them opportunity to meet with key staff and ask questions. They will also have the opportunity to tour the academy facilities, including the residential provision and speak to parents of current students. This also enables support to be given to complete admission papers.

If you think Walton Hall Academy may be able to meet the needs of your child, please contact us for an initial informal discussion.

In the first instance please ask to speak to Dawn Wall (transition lead) – dawn.wall@walton.set.org

The academy contact number is: 01785 850420 or you can contact Mrs Angela Lunn (Operations Service Manager) by email: office.wh@walton.set.org

You will need to contact Staffordshire Local Authority to discuss all schools / academies that may be able to meet the needs of your child. The Local Authority will make a recommendation of the nearest school/academy that can meet the needs of your child.

The Local Authority can be contacted via:

SINGLE POINT OF ACCESS (SPA) on 0300 111 8007

Or by viewing their website at:

<https://www.staffordshire.gov.uk/Education/home.aspx>

You can contact the School Admissions and Transport Services via:

Phone: [0300 111 8007](tel:03001118007) Option 3, Option 3

Email: transport.entitlement@staffordshire.gov.uk

Post: School Admissions and Transport Service, Tipping Street, Stafford, ST16 2DH

The Local Authority's Special Educational Needs and Disabilities Web Pages:

As there are many changes taking place in response to the national SEND reforms, information and processes within the Local Authority are changing and updating regularly.

The following links are available:

<https://www.staffordshire.gov.uk/Education/SpecialEducationalNeeds/Home.aspx>

<https://www.staffordshireconnects.info/kb5/staffordshire/directory/home.page>

For advice and guidance from other parents and children and young people with a disability of learning need, you may wish to contact the Staffordshire Parent Action Network (SPAN).

See their website at: <https://www.autism.org.uk/directory/s/spansupport-for-parents-action-through-networking>

Policy Review Information

Date	Details of change or review	Reviewer Name
December 23	Policy reviewed – NOR figures updated and contact email and phone numbers for SEND team and transport updated.	JW

