

	Name of School	NEW WOODLANDS SCHOOL
	Policy review Date	September 2025
	Date of next Review	September 2024
	Who reviewed this policy?	Governors Headteacher

Admissions Policy

Admission to New Woodlands Special School is simple and transparent.

Capacity and School Site

New Woodlands caters for pupils at the following Key Stages:

- Key Stage 1 (5-7 years)
- Key Stage 2 (7-11 years)
- Key Stage 3-4 (11 -16 years)

The Local Authority funds 108 places for Lewisham Children referred to New Woodlands by the Lewisham SEN panel via Consultation.

The Primary Phase caters for pupils in Years 1,2,3,4,5,6

The Secondary Phase caters for pupils in Year 7,8,9,10,11

It may be appropriate to place a children in mixed different year groups

The referral and admissions process

The Governors have set out that children are admitted to New Woodlands on the following criteria:

- Pupils with an EHCP for SEMH as their primary need - These referrals are made by the child's Local Authority Special Educational and Disabilities Team (SEND).
- Families can express a preference for New Woodlands to the SEND team if they feel New Woodlands can best meet the needs of the child.
- After a referral from SEND the School will formulate a response in line with the SEND code of practise.
- Under exceptional circumstances, the Local Authority can direct the school to exceed the funded pupil number. The needs of all the children will be met without having a detrimental impact on the school community.
- All pupils are referred to New Woodlands through Lewisham SEND panel including out of borough students

Process

Should New Woodlands be named on the EHCP an interview will be held with a member of SLT. They will outline how the young person will be supported and the day to day routines of the school.

All admissions criteria is available through the Lewisham schools website, if you have any queries please contact Lewisham SEN for further information.

If there are no spaces available in the year group where the place is required the school in consultation with lewisham SEN department will follow the guidance written in the SEN code of practice.

Please see flow chart for plan on admissions