



Willoughby School

Admissions Policy

December 2017

Willoughby School is a Local Authority maintained special school, and will accept students on the following basis:

- 1) At the request of Lincolnshire Authority (LA) based on the L.A. Admission policy and criteria applied by the LA and on the understanding that the Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) can be met by Willoughby School. As Willoughby is subject to LA Admissions, consultation on school policy will not be undertaken as LA processes will apply.
- 2) If the needs of the students as outlined in their EHCP can be fully met by the school and that the school has been identified in the EHCP as being appropriate for the student with the appropriate professional additional advice.

Careful consideration will be given to all potential admissions. Decisions will also be made based upon;

- Locality - distance of travel. Willoughby primarily serves the southern half of the district of South Kesteven. Places will be offered, based upon Willoughby being the closest Lincolnshire Special School to the home of the young person

Admission to Willoughby will not be granted if:

- 1) It would be unsuitable for the age, ability or aptitude or SEND of the child/young person.

and/or

- 2) The attendance of the child/young person within the setting would be incompatible with the efficient education of others, or the efficient use of resources.

Were it impractical to admit a student due limitations on space or high numbers in year groups/classes, students will be prioritised according to their 1) Individual need and 2) Locality to Willoughby. This will be done in consultation with the LA.

If a student resides outside the county of Lincolnshire and a request for placement at Willoughby is made, places may be awarded following consultation with the LA, and providing that their Statement or EHCP can be met here. Charges for out of county placements will be agreed between the external authority and the school prior to the placement commencing.

The School will work closely with the County Portage Service in order to support families with pre-school aged children. Input from the Portage service does not automatically assure a place at Willoughby School, but does allow the student to be dealt with in the appropriate channels at school for medical and LA involvement.

Willoughby School works closely with a variety of professional agencies to ensure that requests for places are considered and offered fairly. The school works in partnership with all relevant agencies so as to ensure that any student and their family referred to Willoughby at any level, will have been offered information, advice and guidance at every opportunity.