



Admissions Policy

Admissions to Oakwood Academy following a statutory assessment of special educational needs (SEN) under the 1996 Education Act and Local Authority decision, alongside a consultation with the Headteacher to determine that Oakwood Academy is an appropriate placement to meet the child's SEN. We are unable to accept direct requests for placements from parents or carers or other local authorities.

Pupils who attend Oakwood Academy have an Education, Health and Care Plan which outlines the area of need and what provision and resources are needed to support the pupil. To find out more about the process, please follow this link [Local Offer | mycity Directory \(salford.gov.uk\)](#)

The system below briefly describes the admissions to Oakwood Academy.

1. All requests for admission to Oakwood Academy go to the SEND Admissions.
2. The request then goes to the SEND placement panel who consider the information available and the request. This panel consists of a range of professionals to ensure that fair and reasonable decisions are made. Each case is considered from the evidence provided against the indicators for admission.
3. Consulting the Governors - The LA (Local Authority) must consult the governing body of a school before naming the school in a pupil's Education Health and Care Plan or before requesting an Assessment Placement. This is carried out in writing to the Head teacher [as representative of the governors] with a formal response time of 15 working days. In this time the governors will consider the request and staff from the inclusion team will endeavour to meet the child in their current setting.

4. A visit to the pupil's current setting will be arranged. We then make a response in writing to agree the placement or to explain why this is not possible back to the SEN Panel. There are strict regulations as to why a school can refuse a placement.

5. Oakwood Academy is 'Named' for Pupil Placement: Once the school is named in the EHCP, the school receives a copy of the EHCP along with a request to begin the 'admissions and transitions process'. Once we are in receipt of this letter, we will make contact with families to organise for the admissions paperwork to be completed. Where necessary we also share relevant information with our health team. This is to establish all the information we require to support admissions including producing care plans to ensure the health and safety of your child when they are admitted to school. OR

6. Governors Refuse the Placement: The LA will consider carefully any representation from governing bodies where a school does not feel that the placement is suitable. However, the final decision as to whether to name the school falls with the Local Authority not with the schools and they can 'direct' a school to take a pupil.

7. Appeals. Any appeals should be directed to the Local Authority SEND Placement Officer. The officer dealing with your application and contact details will be on any letter you receive.

8. Tribunal. Where parents are unsuccessful on appeal they have a right to go to tribunal.

Further information about the admission arrangements, appeals and tribunals for Salford Local Authority can be found at [Local Offer | mycity Directory](https://www.salford.gov.uk/LocalOffer) ([salford.gov.uk](https://www.salford.gov.uk))