



Waterloo Lodge
School

**Outcomes
First
Group.**

OptionsAutism

Admissions Policy

Waterloo Lodge School

Updated 1 September 2024

OptionsAutism

Pupil Numbers

The school provides places for 55 boys and girls aged 10 to 18 (Year 6 to Year 12). Class groups may be combined to form a more viable teaching and learning group.

Admission Criteria

Pupils will be aged between 10 and 18 years.

All pupils will have an Education Health Care Plan (EHC Plan) or are deemed to have a ASD as their primary condition.

Pupils will normally have been assessed as being within the low to average ability range.

Pupils may have specific or generalised learning difficulties.

There might be exceptional circumstances in which a pupil is admitted for a formal assessment by the LA.

Admissions Process

All pupils admitted to Waterloo Lodge School will have been initially referred by their Local Authority (LA). If, after reviewing the information provided, the school believes that the pupil meets the admission criteria, arrangements will be made with the LA for the parents/carers and pupil to visit the school. The interview will include a tour of the school and a meeting at which the school policies and curriculum are discussed. Visitors will have the opportunity to ask any questions they may have. If, following these visits, all concerned are agreed that the pupil's needs can be met at the school and that the pupil and parent/carers are committed to the placement, arrangement will be made for admission. At this stage the Induction Team for new pupils will make the necessary arrangements for the pupil to complete an Induction where all paperwork is filled out and the pupil has the opportunity to ask any questions they may have.

The LA will:

- Confirm in writing to the school the acceptance of the offer of placement.
- Attend Annual Review Meetings.

The school will provide each pupil:

- A maximum of two school jumpers.
- Plain black trousers or plain black joggers or plain black good quality leggings (no logos or lycra) and a plain white shirt or plain white polo top have to be provided by parents/carers. Parents/carers may also purchase additional jumpers from the school if they are required.
- A school meal at lunch time, either a cooked meal or sandwich, and a dessert. On days when pupils are on an educational visit they are provided with a packed lunch.

The school will provide each parent/carer:

- Details of Waterloo Lodge School contact information. School Office 8.00am – 4.00pm: 01257 230894 or email: admin@waterloolodge.co.uk

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Terms and Conditions of Placements are as follows:

- 1 That the LA provides the school with all current and relevant information and advice on the pupil.
- 2 If appropriate, a completed educational statement or Health Care Plan will be required from the authority, please confirm Waterloo Lodge School in the relevant section as the named educational provision.
- 3 The pupil home/care situation remains the same as at interview. If this changes, there will be a meeting to ascertain whether the school can continue to meet the needs of the pupil.
- 4 That the LA accepts financial responsibility for the placement. The school requires 6 weeks' notice in writing as per NASS contract clause 14.1 if the LA withdraws the placement of the pupil.
- 5 In order that the school can work efficiently to improve all pupils' behaviour and academic ability, commitment by all parties to the placement including regular attendance is vital.
- 6 During the interview it has been clearly stated to the parents/carers, LA representative and pupil that full attendance is required. If this is not achieved, the school will organise an urgent review and if fully continued commitment is not achieved, the place offered will be withdrawn as per the Code of Practice regarding attendance levels to be achieved by all schools.
- 7 That the parents/carers and the LA's representative have listened to the school's policy on detention, physical management, absconding, attendance and complaints procedures and give the school their full support. Should there be the need for repeated physical Management then an urgent strategy meeting will be convened to determine the viability of the placement.
- 8 Should a pupil receive a fixed term exclusion it is not the school's responsibility to provide appropriate academic work. However, if the exclusion extends beyond 6 days the school will take responsibility for providing and marking appropriate academic work. The Local Authority and parents/carers will be informed in writing of all fixed term exclusions.
- 9 That the authority agrees to organise transport for pupils to and from the school. The LA and school agree to monitor pupil behaviour on transport through agreed procedures relating to health and safety. In certain circumstances and in agreement with the LA the school may organise and undertake this responsibility; however, this will be in the form of an agreed transport contract identifying costs and transport arrangements.

We are part of the Outcomes First Group Family, by working together we will build incredible futures by empowering vulnerable children, young people and adults in the UK to be happy and make their way in the world.

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