



Batchwood School
make every day count

Admissions Policy

Next Review – November 2017

Adopted November 2014
Reviewed November 2016
Next review due: November 2017

Signed: Kerry Pollard
Chair of Governors

Date -

Admissions Statement – 2016/2017

Informal visits

We are always delighted to show parents/carers around and to explain about the school - and special education in general - if so requested.

We always invite parents and their child to see the school as soon as possible after receiving a request to consider them for admission. In many cases parents are invited to make an informal visit to the school during the initial assessment period.

However, parents should note that an invitation to visit does not constitute an offer of a place, nor does it indicate that the final outcome of an assessment will be a recommendation that your child comes to a school like Batchwood.

All such decisions remain in the hands of the County Council's Special Educational Needs Department at Apsley.

Admissions

The local authority is the admissions officer for Batchwood School. All referrals are managed by the Special Educational Needs Department. <http://www.hertsdirect.org>. All students admitted to the school are the subject of a Statement of their Special Educational Needs. Students can be admitted to Batchwood School at any stage of their secondary school career.

Students are only recommended for special schooling after a full formal assessment of their educational needs has been made by members of the educational and psychological services in close co-operation with you, as the student's parents. No student is admitted to this school without a signed acceptance, by the parents, of the offer of a place.

If a place is offered then parents are asked to complete a few forms for administrative purposes. It greatly helps the process of changing schools if these can be completed promptly.

ADMISSIONS POLICY – TERMS OF REFERENCE: BATCHWOOD SCHOOL

1. General Information

Location	Townsend Drive, St Albans, AL3 5RP
Age Range	Mixed 11-16
Geographical Area	Predominantly Hertfordshire
Transport	Taxi organised by PTU for most pupils
Pupil Numbers	69
Admissions	The admissions authority is Hertfordshire County Council

2. Special Educational Needs

Primary needs	All pupils falling within the criteria of SEMH for the LA's Admissions to Special Schools.
Secondary needs	Within the range set out in LA's Admissions Criteria.
Class size	6 to 10 pupils
Pupil management	2 tutor groups in each Year 7, 8, 9 and 10 3 tutor groups in Y11 Each tutor group has 1 teacher and usually a teaching assistant.

3. The Curriculum Levels

Levels	LB-L5: KS3, ELC, BTEC, GCSE KS4
Curriculum	NC subjects Vocational subjects.
Organisation	Specialist subject teachers Most courses accredited Includes Careers, College link, Work experience Accreditation ELC in subjects GCSE in Maths, Science, English, ICT, Art, History Photography, Design and Tech, PE Btec qualifications Vocational qualifications
Differentiation	Y7,8 and 9 in ability groups Support in class by teaching assistants Y10/11 Options groups

	Staff levels	20 teachers (8 unqualified, 5 unqualified, 1 contractor 1:1 teacher,1 unqualified learning consultant ,1 learning curriculum) 13 support staff (part-time and full-time). 4 Administrative 2 Part time. 1 Site Supervisor, 2 kitchen staff. Hair & Beauty tutor 1 part time Psychiatric Nurse 1 part time
	Staff management	3 senior leaders: Head, Deputy, Head of Care, 3 Middle Leaders
	Specialist teachers	All staff are subject specialists.
4.	Specialist Support	CAMHs
	Counselling	2 trained counsellors.
	Educational Psychology Medical	Part time Psychiatric nurse School Nurse half termly
5.	Accommodation General	Hall with stage, Dining area, 11 teaching rooms, Office and resources rooms.
	Specialist	Art, Music, DT, Food Technology, Science, Library, Fitness suite, ICT room. Hairdressing suite, music suite
	External	2 hard areas, tennis court/netball court, grass area, outdoor table tennis area
6.	Resources IT Outdoor Pursuits Audio/Visual Transport Community	computers in every room, 8 interactive whiteboards Range of outdoor education equipment TVs, Videos, DVDs, music equipment 2 minibuses Use is made of the Schools Library Service. local Leisure Centre, Swimming Pools etc.
7.	Progression	Students transfer to college based provision at school leaving age.
8.	Aspirations	To develop: <ul style="list-style-type: none"> • Outreach work • Integration links • Become a centre of excellence for behaviour. • Develop good quality 16-19 provision for our less able and more venerable pupils in partnership with Oaklands College as part of the SEND pathfinders. • Rectify deficiencies in accommodation (Vocational facilities).