



Woodend Farm school
Kindness comes in many forms

Admissions

Version: October 2025 V1.6

Original Issued: November 2022

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RECORD OF POLICY AMENDMENT / HISTORY

| Version / Issue | Updated by | Date | Reviewed/ Approved By Governors | Reason for Change |
|----------------------|-----------------|------------|------------------------------------|----------------------------|
| V1.0 – initial draft | Gemma Quantrill | 16/11/2022 | 26/01/2023 | New policy |
| V1.1 | Gemma Quantrill | 19/10/2023 | 08/11/23 | Annual update |
| V1.2 | Nicola Overland | 8/10/2024 | | Annual review and updates. |
| V1.3 | Gemma Quantrill | 26/09/2025 | | Annual review and updates. |
| V1.4 | Gemma Quantrill | 10/10/2025 | | Amendment to job titles |
| V1.5 | Gemma Quantrill | 17/10/2025 | 15/10/2025 | Secondary section added |
| V1.6 | Gemma Quantrill | 13/01/2026 | | Annual update |

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1. About Woodend Farm School

Woodend Farm School is an independent special school that is not registered under Section 41 of the Children and Families Act 2014. As such, while we work closely with local authorities and adhere to the SEND Code of Practice, we are not subject to the same statutory naming obligations in EHCPs as Section 41 schools.

We at Woodend Farm School believe every child deserves a quality first education, regardless of background or need. We believe that school should be an environment where a child feels safe, secure and is provided with nurture by professionals that are invested in them. We believe in developing positive and trusting relationships.

Success at Woodend Farm School means unleashing the potential of every child we teach. We strive to help children flourish by supporting their growth and development each day through an enriched curriculum that is bespoke to meet their individual developmental needs.

Our values are grounded in a determination to 'be the change' we want to see in the world, through passion, commitment and integrity. We want to plant seeds of kindness and compassion in a generation that will help them develop resilience and hope to fulfil their own destinies. Our success therefore will be measured by the impact we have on the children we work with.

2. Capacity

The max roll for pupils is 25 in primary and 15 in secondary.

3. Equal opportunities

Woodend Farm School is committed to providing equality of opportunity for all children and families regardless of disability, ethnic background, language, culture, faith and gender. The school will make reasonable adjustments to support all pupils.

4. The Admissions Process

In line with the proposed Children's Wellbeing and Schools Bill (2025), Woodend Farm School recognises the evolving expectations around safeguarding, suitability of provision, and regulation of independent educational institutions (IEIs). We continue to monitor legislative developments and ensure our admissions and safeguarding practices align with the Independent School Standards and any new statutory guidance.

This process is started by a referral from a local authority. If the school feel we can meet the needs of the pupil, then their family or carers and pupil would visit the school. The local authority then funds the school place.

Pupils that attend Woodend Farm School
All admissions and referrals are subject to:

- Availability of space
- With EHCP or Statement of special educational needs
- Support of the local education authority or making the referral
- Active support and participation from the parent or carer

- Referrals are usually initiated by the Education Department or the Social Services Department of the Local Authority seeking a placement. Parents are welcome to visit before papers are submitted.

For a pupil to be considered the Senior Leadership Team need to receive the following documentation:

- The EHCP
- Recent Educational Psychologist reports
- Current levels of educational attainment
- Most recent education report
- Social history of the young person, including family composition and ethnic data
- Any relevant Social Services involvement
- Medical conditions and the need for any specific input
- Details and description of any relevant behaviour patterns

5. Pupils Journey

Enquiry and Application

If you have a pupil that needs a creative sensory curriculum that enables children to flourish whilst providing them with opportunities in a safe and structured environment to meet their unmet developmental needs surrounding their social, emotional, and mental health. Please contact admin@woodendfarm.school or call our enquiries line on 01376 790202, we will be happy to guide you through the consultation process.

Pupil and family meeting

During the consultation period our thrive mentors and a member of SLT will arrange to visit the pupil in current provision (if applicable) and their family home. During that visit we will assess the pupil views on strengths, needs and wishes and how we can support those views. We will also assess what support the family requires and devise a family intervention plan that will run alongside the pupil provision.

Assessment and Agreement

Before the pupil starts at Woodend Farm school their learning needs will be fully assessed and we will ensure that needs in section F of EHCP (if applicable) can be met by our provision. The class team will develop a programme of individual support that will support the learning, social, emotional, and mental health needs of all pupils.

Induction

Induction can vary in length dependent on the individual and their needs, up to 6 weeks. induction will consist of a slow integration based upon pupil's readiness to join the main population. Induction will be tailored to the individual pupil's, and baselines won't be taken until relationships have developed to promote a sense of safety.

6. Independent School Standards Compliance

Woodend Farm School adheres to the Independent School Standards (ISS) as set out in the Education (Independent School Standards) Regulations 2014 and amended in 2022. These standards cover quality of education, welfare, health and safety, suitability of staff, premises, provision of information, complaints handling, and leadership and management.

7. SEND Code of Practice and EHCPs

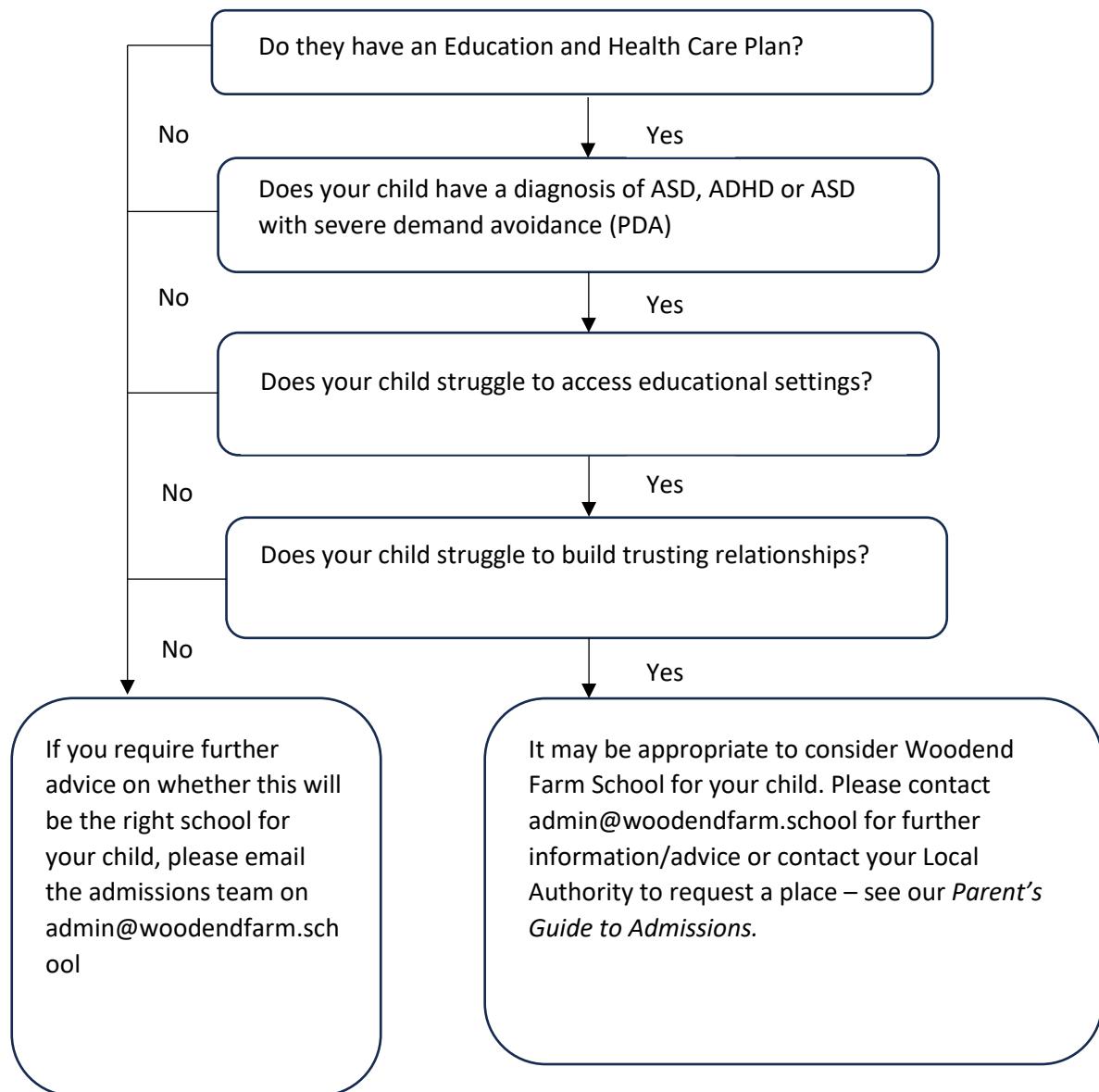
All pupils referred to Woodend Farm School must have an Education, Health and Care Plan (EHCP). We assess whether the provision outlined in Section F of the EHCP can be met within our setting. While we are not Section 41 registered, we work collaboratively with local authorities to ensure that our provision is suitable and that the placement is agreed through consultation.

8. Ofsted and Inspection Readiness

We are aware of the updated Ofsted framework (2025), which places SEND provision as a standalone category in school evaluations. We welcome external scrutiny and are committed to continuous improvement in our provision for pupils with SEND.

Appendix A

Will Woodend Farm School be right for your child? – Primary



Kindness



Belonging



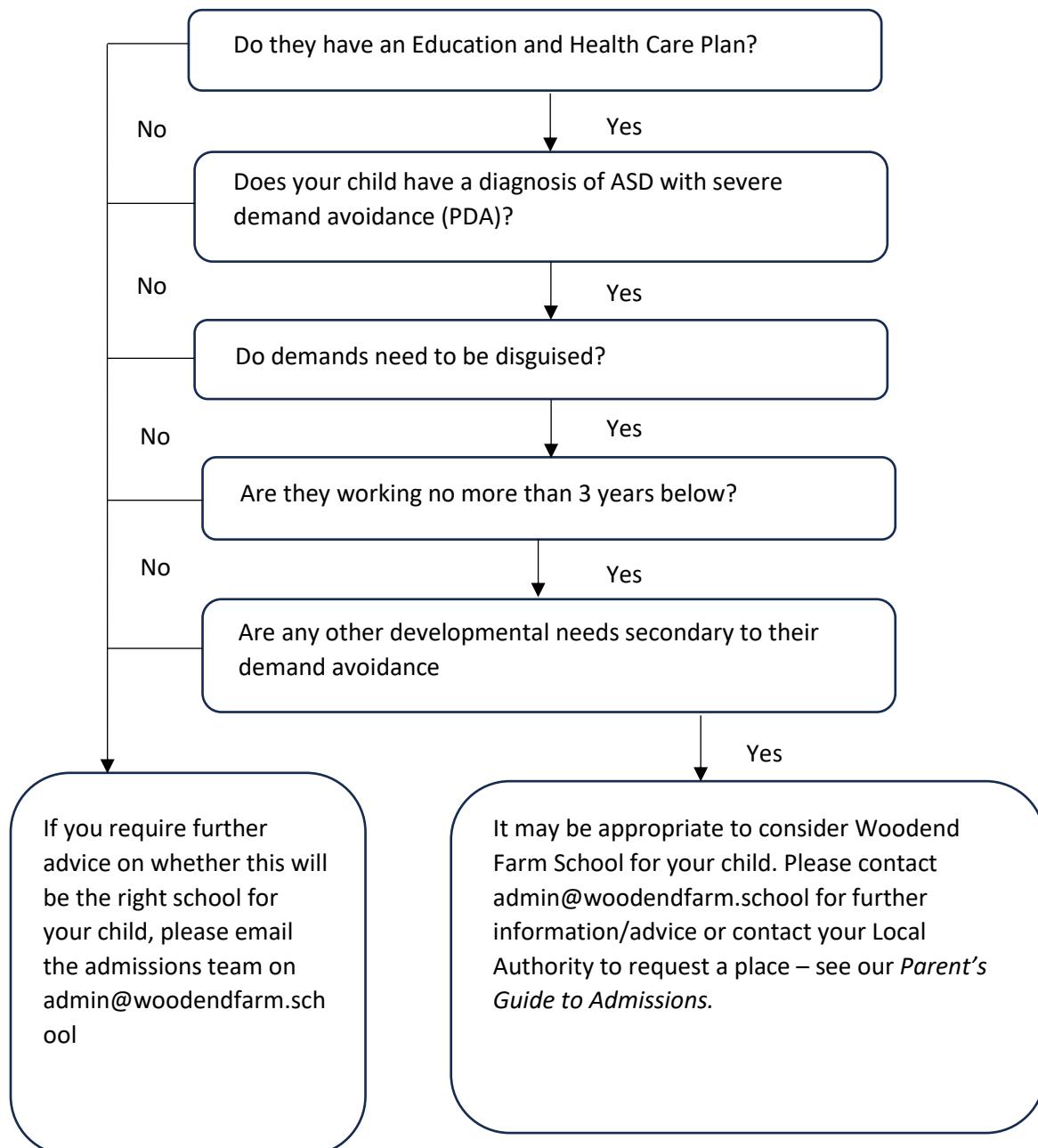
Believing



Achieving

Appendix B

Will Woodend Farm School be right for your child? – Secondary



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