



Woodend Farm school

Kindness comes in many forms

Admissions

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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 an 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
V1.7	Gemma Quantrill	16/03/2026		Amendment to Admissions process and appendix

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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

We work closely with local authorities during the consultation stage to ensure that each request for placement is considered carefully and thoroughly. This includes:

Complete Review of the EHCP

We review the child's:

- Primary and secondary needs (SEMH, ASC, PDA profiles, SLCN, ADHD, sensory needs, learning needs)
- Current provision and progress
- Required therapeutic interventions
- Regulation profile, attachment needs and any history of trauma
- Communication profile and preferred ways of engaging
- Strengths, interests and areas of vulnerability

This ensures we understand whether our relational, therapeutic and structured-but-flexible environment can meet the pupil's needs.

Professional Dialogue with the Local Authority

We liaise with SEND officers, educational psychologists, and other professionals involved to gather further detail if required. Our priority is to ensure the placement is safe, appropriate and sustainable for the young person, their peers and the wider school community.

School-Based Assessment of Fit

We consider whether we can:

- Meet unmet developmental needs
- Offer the specialist support required (e.g., PDA-informed practice, ASC-adapted curriculum, therapeutic approaches, sensory regulation, SEMH interventions)
- Provide the right environment for the pupil's safety, wellbeing and engagement
- Support communication needs and cognitive profile (including MLD/SLD, ADHD, SLCN)

Where appropriate and agreed with the local authority, we may gather additional information from the current school or professionals to inform our decision.

Decision and Confirmation

The local authority is informed of the outcome, and they communicate formally with parents. If the placement is agreed, a transition plan is created with the family.

Please contact admin@woodendfarm.school or call our enquiries line on 01376 790202 and we will be happy to guide you through the consultation process.

5. 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.

6. SEND Code of Practice and EHCPs

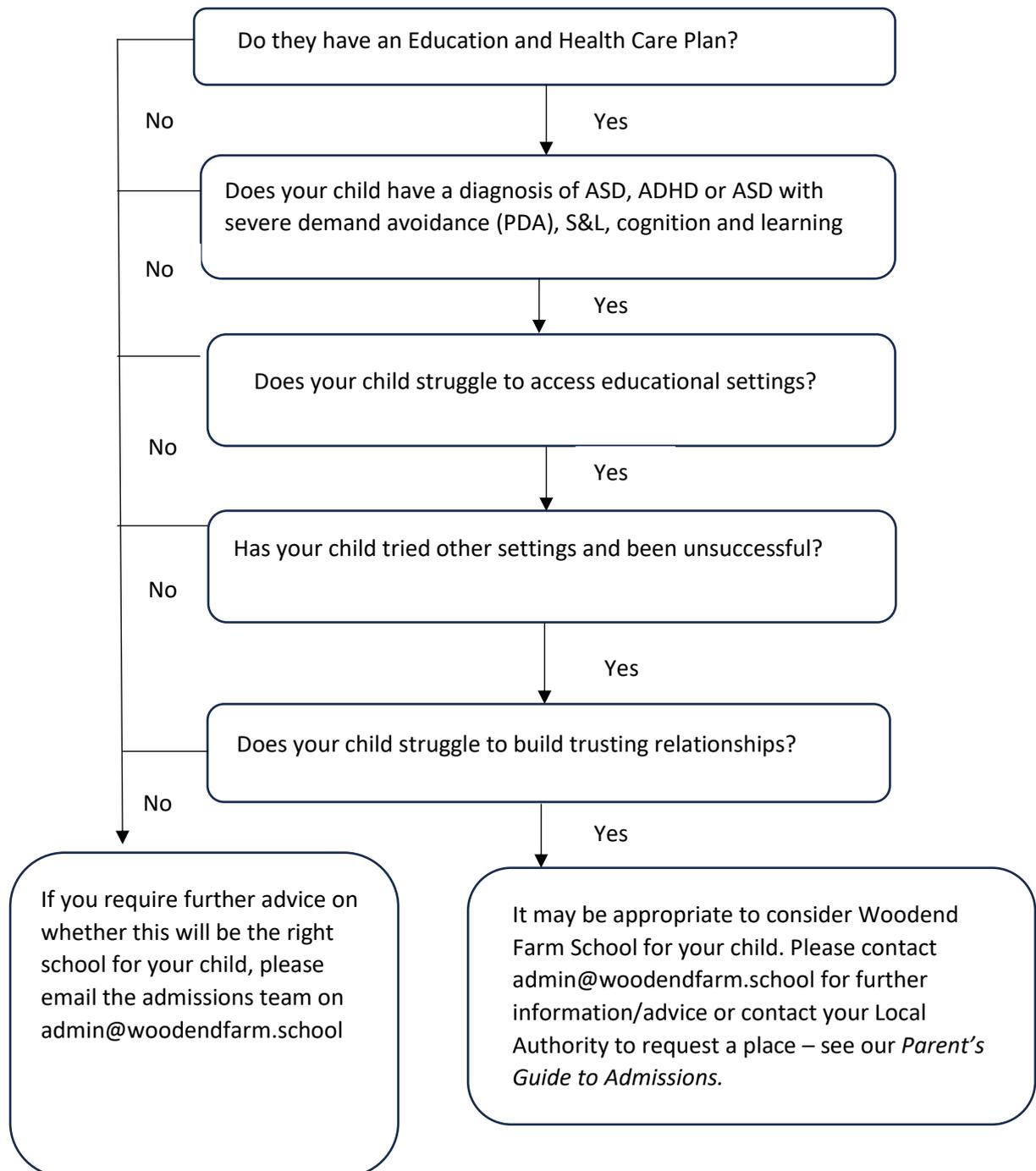
All pupils referred to Woodend Farm School must have an Education, Health and Care Plan (EHCP). We assess whether the provision outlined in Section F of the EHCP can be met within our setting. While we are not Section 41 registered, we work collaboratively with local authorities to ensure that our provision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

7. 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?



End of Document



Kindness



Belonging



Believing



Achieving