

April 2024



# ADMISSIONS POLICY

**PRESTLEY WOOD ACADEMY, WINDSOR ROAD,  
ALCONBURY WEALD, HUNTINGDON, PE28 4BL**

<b>DOCUMENT CONTROL</b>	
<b>ISSUED</b>	<b>CHANGES FROM PREVIOUS VERSION</b>
Date reviewed: Date of next review: Reviewer: Date of ratification by Governing Board:	

## **Admissions:**

The Pupil Allocation Number for Prestley Wood Academy is 195 pupils and the Academy fulfils the terms and conditions of the Education and skills Funding Authority (ESFA).

Special School placements at Prestley Wood Academy are offered using the following criteria:

1. The pupil has a statement of special educational need or EHC plan and special school recommended by the Cambridgeshire SEND resources panel or papers have come into school via the Statutory Assessment Team for Cambridgeshire Local Authority from other Local Authorities.
2. Pupil Papers from the Statutory Assessment Team (Cambridgeshire) provide Prestley Wood Academy with sufficient and up to date information to make an informed view about meeting the special needs and disabilities of a prospective placement.
3. It is desirable that parents and carers visit the school prior to application to the Local Authority with a request for placement.
4. The Academy is given permission from parents and the Local Authority to full access to the pupil's medical, academic and social / community care records where necessary to gain a profile of the child's needs. Prestley Wood Academy is GDPR compliant and the Data will be processed using these principles. Cooperation to view all information shall ensure that any placement offered will be appropriate, both for the individual pupil and compatible with the needs of other pupils within the Academy.
5. The Academy is provided with sufficient resources to meet the pupil's needs to purchase staffing or additional resources or equipment.
6. The pupil as far as possible makes a positive choice for the admission.
7. The pupil and parent and carers agree to accept all the policies and values of the Academy available on the website.
8. An appropriate placement is available in the correct age group.
9. The placement is the nearest available to their home to enable ongoing parent liaison and support.
10. The placement is agreed by both Local Authority and Horizons Education Trust.

## **Constraints on admissions:**

1. The pupil requires a residential placement because Prestley Wood Academy has no residential provision.
2. The pupil does not have any learning difficulties because most pupils have severe learning difficulties.
3. The pupil has needs specified in his/her statement or EHCP that cannot be accommodated because it would be prejudicial to the efficient education of other pupils.

The contact details for the Statutory Assessment Team based at Scott House,  
George Street, Huntingdon, Cambs:

**Tel:** 01480 372600

**Email:** [start@cambridgeshire.gov.uk](mailto:start@cambridgeshire.gov.uk)

*Cambridgeshire County Council Local*

*offer [www.cambridgeshire.gov.uk/residents/children-and-families/local-offer/](http://www.cambridgeshire.gov.uk/residents/children-and-families/local-offer/)*

Policy agreed on: April 2024

Signed on behalf of the Trustees: \_\_\_\_\_

Committee: \_\_\_\_\_

Author: Kim Taylor, CEO

Review date (optional):

Website: **Y/N**