

Foxfield School

Admissions Policy



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1. Introduction

1.1 About Foxfield School

Foxfield School is a secondary special school that offers educational provision for pupils from 11-19 with Severe Learning Difficulties (SLD), Complex Learning Difficulties (CLD) and Profound and Multiple Learning Difficulties (PMLD). We are proud to be one of the few secondary special schools in the region equipped to accommodate and educate children with these specific needs.

We believe that learning is a lifelong activity, which engages everyone in our school community. Working as an efficient and effective multi-disciplinary team, we aim to make our school a happy place where expectations are high and positive attitudes are encouraged. We will enable our children to thrive in an aspiring learning environment which promotes achievement and prepares them for a fulfilling life by ensuring progress in their education and life skills.

1.2 School Details

- Address: Foxfield School, Wirral, CH49 5LE
- Telephone: 0151 641 8810
- Email: schooloffice@foxfieldschool.co.uk
- Website: <https://www.foxfieldschool.co.uk/>
- Current Capacity: 248 pupils
- Age Range: 11-19 years

2. Admissions Criteria

2.1 Eligibility

Admission to Foxfield School is available to pupils who:

- Are aged between 11 and 19 years
- Have an Education, Health and Care Plan (EHCP) that names Foxfield School as the educational provision
- Have special educational needs that fall within the school's areas of specialism

2.2 Areas of Specialism

Foxfield School provides specialist provision for pupils with:

- Complex Learning Difficulties (CLD)
- Severe Learning Difficulties (SLD)
- Profound and Multiple Learning Difficulties (PMLD)
- Autism Spectrum Condition

2.3 EHCP Requirement

Every pupil has an Education, Health and Care Plan. All admissions to Foxfield School are made through the EHCP process, coordinated by Wirral Local Authority.

3. The Admissions Process

3.1 How Pupils are Referred

Pupils are referred to Foxfield School through Wirral Local Authority's EHCP process.

Parents and carers can express a preference for Foxfield School during:

- The initial EHCP assessment process
- An annual review of an existing EHCP
- A reassessment of educational needs

The local authority will consult with Foxfield School when considering naming us in a child's EHCP.

3.2 Consultation Process

When Wirral Local Authority consults with Foxfield School about a potential placement, we will:

- Review the child's EHCP draft or existing plan
- Consider whether we can meet the child's special educational needs
- Assess whether the placement would be compatible with the efficient education of other pupils
- Consider our current capacity and resources
- Respond to the local authority within 15 calendar days

3.3 Pre-Admission Visits

Parents are encouraged to visit the school when you are looking for appropriate provision for their child. We welcome prospective families to:

- Tour the school facilities
- Meet with the Headteacher
- Observe our learning environments
- Ask questions about our provision
- Discuss their child's specific needs

To arrange a visit, please contact the school office on 0151 641 8810

3.4 Transition Planning

Once a child has Foxfield school named on their final EHCP, we arrange a transition visit to see your child at their current setting. We also invite parents into school for an information meeting and a structured transition programme is planned. The transition arrangements vary according to the needs of the child and the family and are very much arranged in partnership with yourselves as parents/carers and current education setting where possible.

Our transition process includes:

Initial Planning Meeting

- Meeting with parents/carers to discuss the child's needs, interests, and any anxieties
- Gathering information about current routines, communication methods, and support strategies
- Planning the transition timeline

Transition Visits

- Visits to the child's current setting to observe and meet the child
- Graduated visits to Foxfield School, tailored to the child's needs
- Opportunities for the child to meet their new class teacher and teaching assistants
- Familiarisation with the classroom environment and key areas of the school

Information Sharing

- Transfer of records and reports from the current setting
- Sharing of strategies that work well for the child

- Discussion of any specialist equipment or resources needed

Starting School

- A personalised start date and timetable if needed
- Regular communication with parents during the settling-in period
- Review meetings to ensure the transition is successful

4. Working with Wirral Local Authority

4.1 Local Authority Responsibilities

Wirral Local Authority is responsible for:

- Maintaining EHCPs for children with special educational needs
- Consulting with Foxfield School about potential placements
- Making the final decision about which school is named in an EHCP
- Ensuring appropriate funding is in place to meet the child's needs

4.2 School Responsibilities

Foxfield School provides for all pupils with special educational needs, in line with the Local Authority's admission criteria.

When a child's EHCP names Foxfield School, we will:

- Admit the child in accordance with the EHCP
- Provide the special educational provision specified in the EHCP
- Work in partnership with parents, the local authority, and other professionals
- Review the child's progress and provision regularly

4.3 Wirral's Local Offer

Wirral Local Authority has a directory of services that can help to support you. Foxfield School has contributed to this information as have parents and young people. This is referred to as the Local Offer and the link to the website is <https://www.sendlowirral.co.uk/>

5. School Capacity and Organisation

5.1 Current Capacity

Foxfield School currently has capacity for 212 pupils aged 11-19 years.

5.2 Class Groupings

Pupils at Foxfield School are grouped according to age, ability and SEND needs and we always ensure that each classroom is adapted accordingly to meet the needs of the pupils.

All classes at Foxfield are staffed appropriately. The size of class groups and levels of staffing vary across the school and are dependent upon the needs of the group. This is to ensure that effective learning can take place.

Class sizes and staffing ratios are determined by:

- The complexity of their needs
- The requirements specified in their EHCPs
- Health and safety considerations

6. Right of Appeal

6.1 Disagreeing with Local Authority Decisions

If parents disagree with Wirral Local Authority's decision about:

- Whether to carry out an EHCP assessment
- Whether to issue an EHCP
- The special educational provision specified in the EHCP
- The school named in the EHCP

They have the right to appeal to the First-tier Tribunal (Special Educational Needs and Disability).

6.2 Mediation

Before appealing to the Tribunal about most decisions, parents must consider mediation. The local authority will provide information about mediation services.

6.3 Support and Advice

Wirral's SEND Information, Advice and Support Service (SENDIASS) for independent advice

- Contact details: Phone: 0151 522 7990 (Option 2) Email: ias@wired.me.uk

SENDIASS can provide free, impartial advice and support about:

- The EHCP process
- Your rights
- How to appeal decisions

7. Policy Review and Monitoring

7.1 Review Schedule

This admissions policy will be reviewed annually by the governing body to ensure it remains current and compliant with legislation.

7.3 Monitoring Admissions

The governing body will monitor:

- The number of admissions each year
- The capacity of the school
- The range of needs we are meeting
- The effectiveness of our transition processes
- Feedback from parents about the admissions process

8. Contact Information

For admissions enquiries:

Foxfield School

Wirral

CH49 5LE

Telephone: 0151 641 8810

Email: schooloffice@foxfieldschool.co.uk

Website: <https://www.foxfieldschool.co.uk/>

Wirral Local Authority SEND Team: <https://www.sendlowirral.co.uk/>