



## **ADMISSION TO SAXON WOOD SCHOOL**

### **GUIDANCE FOR PROSPECTIVE PARENTS**

#### **Introduction**

Saxon Wood school caters for pupils aged 2 to 11 years who have a physical disability or other complex medical condition, and whose needs cannot be fully met in their local school, nursery or playgroup.

This document aims to give prospective parents an overview of the school's admission procedures.

There is another information sheet which provides more information about the school itself (Saxon Wood School - General Information for Parents).

#### **Informal Visits**

Prospective parents will initially make an informal visit. An appointment to do this should be made with the Head Teacher. Parents may visit on their own or with others (professionals or friends) if desired. The format of the visit is usually as follows:-

1. Brief description of the school by the Head Teacher
2. Opportunity for parents to ask questions
3. Tour of school, to include time in at least one classroom
4. Final questions

Parents may also talk to other members of staff (e.g. a teacher, therapist, or school nurse) if they wish.

Parents may wish to bring the prospective pupil with them. Parents of older children are encouraged to visit without their child so that they are able to observe and ask questions freely and without distraction.

#### **Pre-nursery group**

The school runs a support group, based in the nursery, for any parent of a young child with a physical disability. Attendance at this group can be arranged directly with the school, through the Head Teacher.

## **Referral to the School**

Referrals requesting a place for a child must come through the Special Educational Needs Service based in the Education Department at Winchester. The minimum information that is required before a placement decision can be made is a full medical report. An assessment by an educational psychologist is usually required as well. For pupils of school age a Statement of Special Educational Needs is required before a place can be requested/offered.

Following a referral the Head Teacher will consider the reports and talk to other professionals involved. If there is doubt about whether a child would be appropriately placed at Saxon Wood, further discussion with the SEN Service may be required.

## **Before Starting School**

What happens after a place has been offered at Saxon Wood depends on the age of the child and where the child is currently placed. Pre-school children are expected to make a series of informal visits to the nursery with a parent. School aged children will have one or more visits to the appropriate class. Staff from Saxon Wood will also liaise with other professionals involved.

A Pre-admission Meeting will be organised to enable a range of staff to meet with child and parents and to share information about the child and the school. The admission date will be set following this meeting.

Parents are sent the parents booklet, various forms and an 'All About Me' booklet to fill in prior to admission.

Parents are also expected to attend an intake meeting. This is a further opportunity for parents and all agencies to share information with each other to ensure that the pupil's start at Saxon Wood is as smooth and successful as possible.

Useful addresses and telephone numbers:-

Saxon Wood School  
Rooksdown  
Barron Place  
Basingstoke  
Hants  
RG24 9NH

Tel:- 01256 356635

Fax:- 01256 323713

email:- [adminoffice@saxonwood.hants.sch.uk](mailto:adminoffice@saxonwood.hants.sch.uk)

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