

Local Procedure Title	Admissions
Service	Woodview School
ACS Policy number and title	ACS 11 Admissions
Local Procedure template reference	ACS LP 11
Local Procedure date	01/09/2026
Local Procedure review date	31/08/2027
Local Procedure Author(s)	Angela Abbott
Local Procedure Ratification	Checked and approved by: Nicola Craig

1. INTRODUCTION
As ACS 11
2. AIMS
As ACS 11
3. PARAMETERS
As ACS 11 Woodview School do not accept emergency placements.
4. RESPONSIBILITIES
The Head Teacher will ensure, with the support of the Referrals Administrator, that the Local Authority provides sufficient information before admission for the Head teacher to make an informed decision on the suitability of the placement. This will be evidenced on the Referral Log form and held on the students' files. Woodview School does not require ASC Form 11b to be signed by the Local Authority. The receipt of the ISO Contract or NASS contract will replace this. ACS Form 13D is held on site; the Admissions Impact Risk Assessment (ACS Form 13a) will take this into account.
5. HEALTH AND MEDICAL
As ACS 11
6. EDUCATION PROVISION
As ACS 11
7. TRANSFER OF BAIL/TAG/CURFEW CONDITIONS
As ACS 11
8. INTERNATIONAL STUDENTS
As ACS 11
9. COMMUNICATING: CHILDREN'S HOMES
N/A
10. RECORDING ADMISSIONS
As ACS 11
11. PROCESSES

As ACS 11

12. DOCUMENTATION

On admission, Aspris notifications will be completed as necessary – Occupancy, Finance, Placement Register, Engage, CME.

Woodview School documentation will be completed – attendance register, photographic permissions, transition timetable (if required).

Each young person will have a minimum of a –
EHCP

One Page Profile

Individual Risk Assessment

IEP

Positive Behaviour Support Plan

If necessary, a Personal Emergency Escape Plan will be put in place.

Woodview School's Registration Pack contains forms for parents/carers to complete with medical histories, consent forms, emergency contacts, etc.

13. MONITORING

As ACS 11

Contents Checklist

Responsibilities	Head teacher has ultimate responsibility	Health arrangements	Reg. Pack - HH
Admissions Impact Risk Assessment	ACS Form 13A – H/T.	Induction and integration processes	SLT
Admissions information		Monitoring arrangements	LA/HH/AA
Documentation completion, access and storage	AA/HH		

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions
8/09/2025	Angela Abbott / Nicola Craig	Date updated / initials updated for responsibility
03/08/2026	Angela Abbott / Nicola Craig	Updated where necessary