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**Springfield School and The Meadows School**

**ADMISSIONS ARRANGEMENTS**

This Admissions Policy has been written to reflect the main principles of Staffordshire Local Authority.

All of our students have either a EHCP or a Statement of Educational Need that is maintained by the Local Authority. Applications for admission to the schools are the responsibility of the Local Authority (LA), and pupils may be admitted at any time during the school year. The LA may invite parents to contact Springfield School or the The Meadows School in order to arrange a visit and see the school at work. All prospective parents are requested to visit the School prior to their child’s admission, and whenever possible, to bring the child with them.

A full description of our provision is described in our Local Offer, available to read or download from our school websites: [www.springfield.staffs.sch.uk](http://www.springfield.staffs.sch.uk), [www.themeadows.staffs.sch.uk](http://www.themeadows.staffs.sch.uk)

Once a place has been agreed, the schools and parents will design an individual transition plan in order to ensure a positive transfer from school to school. For those pupils who may find it difficult to respond positively to change, transition may be planned to involve a shorter day or week before beginning full time attendance.

Parents will be asked to complete a number of forms that provide information about their child’s likes and dislikes as well as medical details. This will help the class team to meet the child’s personal needs from the outset and settle him/her into their new surroundings. Information will be sought from parents and previous placements in order for The Meadows School to produce individual educational programmes that build on the child’s previous experience.

For further information please contact the Head(s) of School:

Springfield School, Diane Finney on 01538 383558 or via email at [headteacher@springfield.staffs.sch.uk](mailto:headteacher@springfield.staffs.sch.uk)

The Meadows School Joan Wright on 01538 225050 or via email to [mjw@themeadows.staffs.sch.uk](mailto:mjw@themeadows.staffs.sch.uk)

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| Chair of Governors | Malcolm Sproat |
| Executive Headteacher | Christopher Best |
| Date for review | 1st December 2019 |