Halesbury School

Admissions

Arrangements

Policy review and updated – September 2026

Policy due for review – September 2027

Halesbury School, Feldon Lane, Halesowen, West Midlands, B62 9DR

Tel: 01384 984000 Email: info@halesbury.dudley.sch.uk

Admissions Arrangements

Halesbury School caters for pupils who have complex communication difficulties and significant learning difficulties. In addition, the majority of pupils have one or more additional need, which may include speech and language difficulties, autistic spectrum disorder, ADHD, a physical disability and/or complex medical needs. This list is not exhaustive.

Halesbury School's admissions are managed by Dudley's SEN team in consultation with the school.

The Local Authority consults with the school providing reports and EHCP's for the Headteacher to read and decide whether a place can be offered. Part of this consultation process may require a visit to the young person's current setting before returning the consultation form.

EYFS pupils – As part of the consultation process, Halesbury School will undertake visits to current pre-school settings when arranging a new EYFS intake for the new academic year. Once a place has been finalised and wherever possible school staff attend transition meetings with the parents and Nursery placement. Parents will be offered a visit to the school prior to pupil induction which will be pre planned in line with the rest of the school's transition days. Parents will be informed of the first few weeks' timetable.

Post 16 pupils – Halesbury School offers Post 16 open days for prospective pupils. Halesbury Post 16 is a specialist provision for learners who have an Autism diagnosis and/or Complex Communication and Language difficulties. Places are offered via consultation from the local authority. Visits to the young person's current setting are undertaken as part of this process to ensure Halesbury School are able to meet needs. Pupils will be invited to attend whole school transition days in the Summer term in preparation for joining the school in September.

Parents will be given an induction pack of paperwork to complete prior to their child attending Halesbury School which includes consent forms, medical information, pupil information. Should the child require a care plan this will be completed with the support of the School Health Team in advance of a start date being given.

We work closely with families during this important transition time with regular contact from class staff, family outreach team and the Senior Leadership team.

Class staff use dojo and email to communicate with families regularly.

Please refer to the website for further information regarding policies and procedures.

For Further information on the Local Authority admission and appeal arrangements use the following links:

https://dudleyci.co.uk/send-local-offer

https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/

Requests by parents regarding transport arrangements should be Directed to Children's Services 01384 814237