



# Admissions Policy

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| <b>Covered by this procedure:</b> | All pupil admissions  |
| <b>Approved by and date:</b>      | Adopted by Trust on Academisation of first schools.<br>9 <sup>th</sup> May 2017<br><br>Subject to Annual Review |
| <b>Review date:</b>               | March 2019<br>Next Review April 2020  |

Signed: \_\_\_\_\_ (Chair of Trust)

Date: \_\_\_\_\_

The Trust has pupil places across nursery, primary, secondary and post 16 (16-19 years) for those with Education Health and Care Plans (EHCP) or Statements of Special Educational Need.

The following information will outline to parents and carers how pupil placements are made and how schools admit pupils.

## **1.1 Location and Number of Places Available**

The Trust has pupil places available across nursery, primary, secondary and post 16 for pupils with Education Health and Care Plans or Statements of Special Educational Needs.

Brays School has sites in Sheldon, Birmingham and Tile Cross, Birmingham.

The Bridge School has a site in Sutton Coldfield, Birmingham.

Hallmoor School has a site in Kitts Green, Birmingham.

### **Brays School**

Brays School is resourced to provide up to 100 nursery and primary places for pupils on the Sheldon site and up to 144 primary places for pupils on the Tile Cross site.

### **The Bridge School**

The Bridge School is resourced to provide up to 90 nursery and primary places for pupils.

### **Hallmoor School**

Hallmoor School is resourced to provide up to 262 places with 207 available in the primary/secondary department and 55 places available for post 16 pupils.

## **1.2 Type of Provision and Need Type Accepted in Each School**

All schools are 'day' special schools. They are non-residential.

Trust Schools all have different SEN designations and will only be able to take pupils with those designations.

### **Brays School**

Pupil places are prioritised for pupils with the following SEN designation/ need types  
- PD, PMLD, SLD, MLD, HI, VI and complex medical.

Pupil places at Tile Cross are prioritised for pupils with the following SEN designation/ need types - ASC

### **The Bridge School**

Pupil places at The Bridge School are prioritised for pupils with the following SEN designation/ need types - PD, PMLD, SLD, MLD, ASC

### **Hallmoor School**

Pupil places at Hallmoor School are prioritised for pupils with the following SEN designation/ need types - SLD, MLD, ASC

### **1.3 Age Range**

Each school has a designated age range within which it can accept pupils

Brays School has an age range from 2 to 11 years.

The Bridge School has an age range from 2 to 11 years.

Hallmoor School has an age range from 4 to 19 years.

### **1.4 Admissions and Catchment Area**

Admissions are predominately requested of the schools by referral from the Special Needs Assessment and Review Service of Birmingham Local Authority. Neighbouring Local Authorities also request places on occasion.

Most pupils are drawn from across the Birmingham area however, although provision is often made for pupils from neighbouring Local Authorities.

Provision may also be made for pupils who come from further afield and whose parents/carers have expressed a preference for their child to attend our schools and have been placed in school through a tribunal process.

The Trust routinely has no priority order for admission at any school and the schools will view suitability of placement at the time they are requested to do so by the referring authorities.

The Trust does not operate a restricted area/catchment area policy for any of its schools.

Local Authorities may ask a Head Teacher to prioritise a place for a pupil in exceptional circumstances and only through agreement with the Head Teacher of the School will the pupil be accepted.

Agreement could be as a result of

- The need to safeguarding a pupil
- Supporting a pupil in complex family arrangements which may or may not be subject to legal intervention
- Sibling connection

Children in Care and 'Looked After' by a Local Authority may also be accommodated in this exceptional way whilst statutory processes are being undertaken; the Local Authority acting in law as the parent in such cases.

### **1.5 Dates of Admission**

Provided that a school place is available, children may be admitted to the schools at any appropriate time in the school year once medical and educational induction has been completed and the school has all of the relevant information from parents/carers and other agencies.

Time from admission approval/agreement with a Local Authority until pupil admission to a school may vary.

If a pupil is eligible for home-school transport from their Local Authority, then arrangements from the referring Local authority may take up to 3 working weeks to put in place before a pupil may enrol.

Waiting time for admission of pupils with complex medical conditions may take a longer time than for other pupils if the school and agencies have to arrange for additional resource to be put in place. e.g. securing a complex care nurse to be with the child in school and on transport.

## **1.6 Religious and Denominational Affiliation**

All Trust schools are non-denominational. They are all multicultural and cater for both boys and girls. There is no priority order based on faith or gender for admission and the schools will view suitability of placement as they are requested to do so by the referring authorities.

## **1.7 Statements of Special Educational Need/Education Health and Care Plans**

Although under normal circumstances, all pupils admitted to the school will possess a 'Statement' or 'health care plan' of their special educational needs in accordance with current legislation, occasionally and in exceptional circumstances pupils may be admitted on a provisional basis or for a period of assessment pending the completion of an EHCP.

## **1.8 Process from Agreed Placement to Enrolment in a Class in a Named School**

When a Local Authority requests provision for a child, they approach the schools with details of his or her special educational needs and ask the head teacher whether or not the school can meet their needs and when a place is likely to be available.

Provided that a place is available, the school will start the admission process.

Although places may be available within the school as a whole, vacancies may not exist within year groups where demand for places has been particularly high. In these circumstances an 'out of year or key stage group' placement may be offered, with an option to join the correct year group, as soon as a place becomes available. This must be upon the agreement of the placing Local Authority.

When all pupil places have been committed, the home Local Authority may decide to commission additional provision, provided that the safety of pupils is not compromised in doing so.

## **1.9 Waiting Lists**

When no further places are available in the appropriate year group and no suitable alternative placement can be found, parents may opt to wait for a place to become available, although the schools can provide no certainty that the Local Authority will refer their child to them for placement. Our schools do not hold waiting lists.

Although places cannot be left vacant or held open for anticipated arrivals. A prior knowledge of any pupil likely to require a place is helpful to the school, in terms of forward planning.

## **2.0 Full-Time and Part-Time Places**

Although placements are made on a full-time basis, in exceptional situations part-time placements may be arranged if this is felt to be in the best educational interests of the child and with the written agreement of the placing Local Authority. This would constitute exceptional circumstances. For example, if medically a child was too unwell to be in attendance full time and a paediatric consultant requests temporary or permanent part time education of the school and placing Local Authority.

Pupils of statutory school age must be in full time education by law.