



## **ADMISSIONS POLICY**

Admission to the Federation are dependent upon completion of a statutory assessment of Special Educational Needs, resulting in an Education, Health and Care Plan (EHCP) being issued by a Local Authority.

Using the guidelines from the SEND Code of Practice (2014) EHC Plan identifies the education, health and care needs of the young person and specific barriers to learning they might have.

All pupils are admitted through the Local Authority and places may be offered at any time during the year if they are available. The Governing Body must, by law, implement the LA decisions on individual applications and act in accordance with the LA's admission arrangements.

EHCP's go to the Moderation Panel, led by the Special Educational Needs 0-25 Team. Prospective pupils EHCP Plans are sent to the School for consultation. The Governors have delegated responsibility to the Executive Head Teacher and Senior Leadership Team Admissions Group.

Upon the receipt of the consultation papers the SLT Admission Group looks carefully on whether or not the School can fully and effectively meet the child's needs. Consideration is given not only to the child's own needs but also to the needs of others in the School and the potential impact upon them. The School aims not to exclude and so it is necessary to ensure that the School will be able to adapt to meet the child's changing needs. Open Mornings will be held to provide all parents/carers with the opportunity to visit the school. Consultation with the current placements might be considered as part of the consultation process.

There is an expectation to respond to the Special Educational Needs 0-25 Team within 15 days with the School's response to the consultation.

Bidwell Brook's official admission numbers are 159 pupils  
Ellen Tinkham's official admission numbers are 220 pupils

The Local Authority makes the decision to offer a place at the School. When this has been confirmed, the admissions process is as follows:-

- Class identified
- Lead for Admissions makes contact with family
- Home visit offered, from multi disciplinary team.
- Information pack is completed

- Subject to sufficient time following the 0-25 placement of the child at our school, the pupil is offered a series of 'taster' days in the School (parents transport) when they will meet key staff.
- Letter of welcome sent to parents

Pupils will have full-time places. Parents of younger children may prefer to agree a staged move towards full-time attendance. They will need to be in full-time attendance the term after their fifth birthday. Transport is arranged directly with parents by Education Transport and is separate to the School.