

ADMISSIONS POLICY

A route to a positive future :

Committed to providing a quality education to pupils with complex needs, including autism and sensory impairment in West Berkshire and Greater Reading



Brookfields
Specialist SEN School

Reviewed : Autumn 2016
Due for Review : Autumn 2017
Policy Holder : S Attra

Brookfields School Equalities Statement

All pupils at the school are offered a broad, balanced, stimulating and relevant curriculum regardless of their background, culture or ability. Each pupil is valued for who they are and what they bring to the school. We appreciate and celebrate the richness of diversity within the school community as well as the wider community. Through the work we do across the school on developing Values, we actively promote the importance of tolerance, co-operation, courage, determination, friendship and respect. Through this approach, pupils develop independence, confidence and integrity which prepares them for their future lives.

Admissions Statement

In accordance with LA policy all pupils admitted to Brookfields will have a statement of special educational needs or an EHC plan. The exception to this will be those pupils who are admitted to the nursery on a provisional placement for assessment purposes.

All admissions will be dependent on places being available. In consultation with the LA, the Headteacher will comment on the appropriateness of the placement and the school's ability to meet the child's needs as outlined in the statement or EHC plan. At present the school can provide for children with complex, severe and profound learning difficulties and challenging/autistic behaviours as well as those with additional sensory needs

The school recognises the importance of parental choice and referrals will be considered from outside the school's defined catchment area. Where places are limited the Headteacher and LA will prioritise referrals at the Special School Admissions Panel. All requests for places will be brokered through this panel.

Aim

It is realised that parents of prospective pupils will be anxious and uncertain about what to expect when a special school is suggested as suitable educational provision for their child. It is therefore important that admission procedures are sensitive to their needs and reflects a structure that is predictable and understandable. This will be achieved by:-

- ensuring all prospective admissions are initially dealt with by the Deputy Headteacher
- providing the opportunity to visit school and discuss needs with Deputy Headteacher and relevant Class teacher
- providing parents with a prospectus at initial meeting
- providing opportunity for child to visit school, once statement has been issued and Brookfields has been named as appropriate provision
- providing relevant Class teacher with necessary papers so that where appropriate home visits can be arranged and involved professionals contacted
- ensuring parents are aware of arrangements such as transport, once an admission date has been agreed
- providing parents with opportunity to meet with teachers for a progress report during term of admission

Where visits to the school are arranged prior to the completion of the statement or EHC plan it will be made clear to all involved that such visits do not imply that the school has made a commitment to offer a place.

The Headteacher, in consultation with team leaders, will be responsible for all decisions relating to admissions. In this way pupil numbers will be dealt with in a planned and efficient way. In order to aid this process, the LA will alert all neighbouring authorities of the purpose of the Special Schools Admissions Panel and the deadline for place requests each term. This will have implications for timing of panel meetings, particularly in the summer term.

A pupil will not be admitted until signed agreement of the funding level has been completed by the LA responsible for that pupil. A copy of the funding levels is attached to this policy.

The Headteacher reserves the right to decline a request for a place if she feels the school cannot meet the needs on the statement or EHC plan

Signed:
Policy Holder

Date:

Signed:
Headteacher/Governor

Date: