



# Admissions Arrangements Policy

## **Introduction**

Brookfield School is administered by the Lancashire Education Authority and caters on a day basis, for the needs pupils of secondary age 11-16 who have difficulties associated with their Emotional, Social and Mental Health needs. Pupils can be referred by the Local authority due to the mainstream settings breaking down or transition from another special school. All pupils at Brookfield School will require an Education Health and Care plan (or a statement of special educational needs). This will name the school which will meet their need best.

## **Rationale**

Through our admissions policy, the governors and staff want to ensure that the admissions procedures support the child and families so they settle into life at Brookfield School as quickly and easily as possible.

## **Our Aims**

This policy aims to:

- To ensure that a child's induction/transition to Brookfield School is made as easy as possible for the child and the family.
- To establish professional and supportive links with parents and carers
- To begin a positive partnership with parents and carers
- To enable parents/carers to learn about the school and the curriculum that Brookfield School offers
- To identify needs of the child to ensure that Brookfield School can meet the child's needs and Brookfield is the appropriate setting.
- To liaise with all professionals and agencies who have previously worked with the child to gain as much knowledge and understanding about the child's educational needs.

## **Admissions procedure for pupils approaching Year 7 (transition year 6 – Year 7)**

Parents/carers contact the school office and request a Without Prejudiced visit at Brookfield School. An appointment is made to visit the school with the Headteacher /Deputy Headteacher or a member of the leadership team. Parents are given a prospectus and given the opportunity to ask any questions. The parents/carers are given a tour of the school to meet staff and pupils. They will see lessons in action and get a feel of the school ethos during the visit.

The parent/carers make a request for a place at Brookfield School.

The Local authority will send a letter to Brookfield School requesting a place for the pupil. They will provide pupils papers for the Headteacher and Deputy Headteacher to discuss. The Headteacher will contact the current provision and gather information if Brookfield would be the correct setting for the pupil.

If a place is agreed at Brookfield School the Local authority will send a letter to confirm the placement to parents/carers and also the school

The local authority will then send transport forms to the parents/ carers.

Brookfield School will send a letter confirming start date and all the relevant paperwork. The paperwork MUST be completed before a child starts at the school. A transition booklet will be provided, this will contain information about times of day, uniform, school dinners.

Transition for year 7 will start during the summer term after the Easter break. This will involve a phone call to organise a home visit with key members of staff to gather any extra information about the child and also build positive relationships with home and school. After a home visit key staff will visit the child within their current education placement. This allows pupils to get to know staff.

A number of familiarisation visits for parents will take place after May half term to allow parents to get to know each other and to talk about any anxieties they may have. During these events key members of staff will deliver sessions on key information that parents need to be aware of and also on e-safety and safeguarding children.

During July the pupils will be invited to take part in upto 3 taster days to get to know the school and take part in the curriculum. During these taster days they will meet key staff and other pupils they will be starting with in September.

### **Admissions procedure for pupils at year 7 – Year 11 transferring from mainstream**

In order to achieve these aims it is vital that the pupil and their family are fully involved in the admissions process from a very early stage. Only through full and open involvement will they feel part of the network providing relevant education and care in a manner which will allow the pupil to grow and develop as a person. A corner stone of this process is that of pupil choice.

Preferably pupils should be referred to the school for admission in Years 7 and 8 in order to allow time for them to make their full potential and to provide an option to work towards reintegration to mainstream education. Pupils may be admitted in year 9 but they will have fewer options open to them as they reach the point in their life when they have dealt successfully with the problems they initially faced. Brookfield School will always consider pupils in KS4 but expectations and outcomes may be affected. This will be discussed in detail prior to admission.

All pupils referred to the school should have an Educational Health Care Plan which clearly indicates that they have been prevented from achieving their full potential due to Social, Emotional and Mental Health and that their needs can only be met through a special school setting. We also cater for additional special Educational needs e.g. ASD, MLD, SPLD if we feel we can meet their needs in our settings.

On receipt of the documentation regarding a pupil from Special Educational Needs and Disability Team at County Hall, an initial meeting will be made by the Headteacher or Deputy Headteacher to assess whether the stated needs could be met by the school. If the Headteacher feels the needs of the pupil could be met, the prospective pupil, the parents or guardians and other supporting agencies would be invited into school to undertake a without prejudiced visit.

During the Without Prejudiced Visit the prospective pupil, his family and any supporting agencies will be given the opportunity to look at all aspects of the school. Information regarding the ethos of the school will be openly discussed and relevant documentation will be provided. At this stage, initial plans may be drawn up to indicate the ways in which the school proposes to address the stated needs of the pupil.

Following the Without Prejudiced Visit, taster days will be offered to the pupil at Brookfield School. Prior to the taster days/sessions a home visit will take place by the Family Liaison/pastoral team.

This is to gather any relevant information that school will need whilst the pupil is on school premises. These taster sessions may be extended in exceptional circumstances.

Following the taster days a meeting is held with the pupil and parent. Pupils are encouraged in the meeting to discuss how they feel the taster days went and state if they want to attend the school and reasons for wanting a place. If the taster days have been successful and the school still feel they can meet the pupils needs the pupil will be provisionally offered a place. This provisional offered place is subject to completion of a pre-admission form. This will clearly indicate all the relevant persons/agencies working with the pupil and will also request specific background detail without which the provisional offer of a place may be withdrawn. A check will also be made of the pupil's past attendance record at previous schools. A confirmed offer will only be made if ALL parties concerned agree that such a placement will clearly meet the stated needs of the pupil. .

## **Appeals**

If you are not happy with the school place you are given, you can appeal for any school. If your child has a **statement of special educational needs (SEN) or education, health and care plan**, procedures differ; the SEN team at the area admissions office can help you.

### **North Area Education Office**

T: 01524 581142

Admissions Appeal advice – [SEND.North@lancashire.gov.uk](mailto:SEND.North@lancashire.gov.uk)

## **Further Information**

If you need any further information you can contact the SEND team - [Information, Advice and Support Service](#) on 0300 123 6706 or email [information.lineteam@lancashire.gov.uk](mailto:information.lineteam@lancashire.gov.uk)

SEN Local Offer - [www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities.aspx](http://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities.aspx)

<http://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/help-for-parents-and-carers/send-service.aspx>