

# Brandles School

**Executive Headteacher:** Mr Pierre van der Merwe  
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**Website:** [www.brandles.herts.sch.uk](http://www.brandles.herts.sch.uk)



## Version Control

V1.1	November 2023	Version control added and the sentence "covid permitted" removed at the end of the document.

Registered office:

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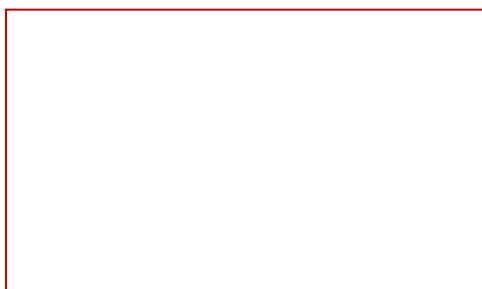
**Website:** [www.brandles.herts.sch.uk](http://www.brandles.herts.sch.uk)



**Dan Login**  
Chair of Trustees

**Paul Smith**  
Headteacher

## ADMISSIONS POLICY



Policy Number: 01B  
Review Committee: Standards  
Type of Policy: Statutory  
Review Period: Annually  
Approved: November 2023  
Next Review: November 2024

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## **Brandles School welcomes all new children and their families**

Using the admissions policy we wish to ensure that:-

- Parents/carers are happy with the choice of placement and induction process
- The child's introduction to school is positive
- The school feels confident in its capacity to meet the child's needs

Brandles School is a secondary school which caters for pupils with social, emotional and mental health related issues. All pupils have an Education Health Care Plan and they may have range of conditions including, but not exclusive to autism, ADHD, ODD, anxiety and/or other conditions. Pupils are referred to the school at various stages of their school life and therefore may not spend their whole secondary education in the school.

### ***Pupils will be considered for admission at Brandles if:***

- They have an Education Health Care Plan and there is a parental preference for a place at Brandles School or where the LA believes the School, in light of its specialism, is appropriate given the child's age, and special educational needs
- They have been approved for an SEMH secondary school placement via a provision panel meeting and there is evidence of the same
- Documentation presented to Brandles School as part of the statutory consultation process has included a full range of reports including, but not exclusive to an EHCP in final or draft format, school based report (s), behaviour logs, Education Psychology reports, intervention reports where appropriate and any other supporting papers. Reports should be accurate and provide full and comprehensive details of all relevant issues for the child and family concerned
- A suitable place is available. This would not just be in terms of number of places, but also in relation to peer group and any factors that may be prevalent in relation to class dynamics
- Following consideration of all the evidence, Brandles school can meet the social, emotional, mental health and behavioural needs for the pupil

### ***The admission process will:***

- Be clearly outlined to prospective parents / carers, which may include making opportunities for parents / carers to visit to help them make an informed decision both informally and formally
- Be handled as sensitively as possible taking into account both the needs of the pupil and their family
- Begin to establish the partnership with parents / carers and clarify expectations
- Facilitate the exchange of information and ideas between home and school through home visits and induction meetings
- Enable parents / carers to become confident partners in their child's education
- Be sensitive to the needs of other pupils in the class and the resources available
- Include close liaison with feeder schools where appropriate
- Include liaison with the external agencies involved with the pupil as appropriate (e.g. SALT, EP, Social Care, OT) and Outreach where involved

## **Our admissions activities:**

### **Stage 1-School visit\*\***

Parents are invited to visit the school and meet key staff, as well as having a look around the school. Ideally, this is before a provision panel meeting and allocation of placement. The Headteacher and Deputy Headteacher will generally be available to meet with you at this visit. This is the perfect opportunity to ask any questions you may have been thinking about.

### **Stage 2-Consultation paperwork**

Paperwork is sent to Brandles consulting on the possible placement for a pupil. There is a 15-day period to respond to this. At this stage, it is essential that there is a range of documentation supporting the assessment of placement. It is not acceptable to simply send the Education Health Care Plan.

### **Stage 3-Initial admission meeting \*\***

Once placement is agreed, a meeting will take place involving key school staff and the family.

### **Stage 4-Visit to student's school\*\***

A member of staff from Brandles will try to see your child in their existing provision. This may take place earlier, when possible during the consultation stage. However, some of our students may not be in school and this may not be possible.

### **Stage 5-Second admission meeting**

A member of staff from Brandles will meet with family members (not young person) and have a secondary meeting to discuss further details about the students/family history etc. This is when a start date and plan of entry is agreed.

### **Stage 6- Welcome to Brandles**

Start at school, wherever possible, on a Wednesday or Thursday, as this is close to the weekend. This is deliberate to try and create a really positive start to life at Brandles.