

Part of Larwood Academy Trust



*S Barr*

**Sandra Barr**

Chair of Governors Signature

APPROVED DATE

May 2020

*S Trimble*

**Sean Trimble**

Headteachers Signature

**Review Date**

MAY 2021

**Brandles School Admissions Policy**

**Executive Headteacher: Mr Sean Trimble**

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Brandles School (Part of Larwood Academy Trust) welcomes all new children and their families

Using the admissions policy, we wish to ensure that:

Parents/carer's 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 students with social, emotional, and mental health related issues. All students 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. Students are referred to the school at various ages of their school life and therefore do not spend the whole time.

Students 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, considering 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 co.

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 considering 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 students in the class and the resources available.
- Include close liaison with feeder schools, nurseries, and playgroups 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.

Upon successful acceptance to Brandles School, students may be placed in the main body of the school or The Nurture Centre. The latter being a smaller unit for students that either have a diagnosis of Autism as part of their needs or it is strongly suspected that the pupil has such a condition, even without formal diagnosis. The composition of students of this area will vary according to referrals, staffing and

other issues. However, we will avoid creating large variances in age ranges within the Nurture Centre. Therefore, as an example, we would not place a Year 7 or 8 student with predominantly Year 11 students.

### **Our admissions activities**

#### Stage 1

##### School Visit

Parents are invited to attend a visit 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 meet and talk with you.

#### 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 the SENCO and Family Support Worker.

#### Stage 4

##### Visit to Student's school.

A member of staff from Brandles will try to see the student in situ. This may take place earlier, when possible during the consultation stage. However, many of our students may not be in school and this may not be possible at all.

#### Stage 5

##### Second admission meeting

The Family Support Worker will meet with family members (not child) and have a secondary meeting to discuss further details about the student/family history etc. This is when a start date and plan of entry is agreed.

#### Stage 6

##### Welcome to Brandles

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