



# Admissions Policy

<b>Date of Approval:</b>	March 2023
<b>Approved by:</b>	Education Committee
<b>Review Date:</b>	November 2023

## Policy Information:

<b>Date of last review</b>	March 2023	<b>Review period</b>	Annually
<b>Date approved</b>	March 2023	<b>Approved by</b>	Education Committee

<b>Policy owner</b>	Chief Executive	<b>Date of next review</b>	November 2023
---------------------	-----------------	----------------------------	---------------

### Updates made since the last review:

Review date	Changes made	By whom
February 2022	Update to school information to reflect current position	Director of QAD
November 2022	Brays PAN updated in line with places agreed with BCC	Reviewed by DCEO
March 2023	Added The Heights Academy, Solihull, due to open September 2023	CEO

The Trust has pupil places across nursery, primary, secondary and post 16 (16-19 years) for those with Education Health and Care Plans (EHCP).

The following information will outline to parents and carers how pupil placements are made and how schools admit pupils.

#### 1.1 Location and Number of Places Available

The Trust has pupil places available across nursery, primary, secondary and post 16 for pupils with Education Health and Care Plans across its estate. However, each specific school takes pupils with specific SEN designations and age ranges.

All of our schools with the exception of Lea Hall Academy admit both boys and girls.

**Brays School** has a site in Sheldon, Birmingham

**The Bridge School** has a site in Sutton Coldfield, Birmingham.

**Hallmoor School** has a site in Kitts Green, Birmingham.

**High Point Academy** has a site in Wednesbury, Sandwell.

**Lea Hall Academy** has a site in Kitts Green, Birmingham

**Leycroft Academy** has a site in Tile Cross, Birmingham.

**The Heights Academy** has a site close to Smith's Wood, Solihull

#### **Brays School**

Brays School is resourced to provide up to 110 nursery and primary places for pupils.

#### **The Bridge School**

The Bridge School is resourced to provide up to 90 nursery and primary places for pupils.

**Hallmoor School**

Hallmoor School is resourced to provide up to 265 places with 210 available in the primary/secondary department and 55 places available for post 16 pupils.

**High Point Academy**

High Point Academy is resourced to provide up to 90 secondary places for pupils.

**Lea Hall Academy**

Lea Hall Academy is resourced to provide up to 100 places across Primary and Key Stage 3 (boys only).

**Leycroft Academy**

Leycroft Academy is resourced to provide up to 172 primary places for pupils.

**The Heights Academy**

The Heights Academy has places for up to 116 children, but there is an agreed phased opening plan with up to 48 places in year 1 for September 2023.

**1.2 Type of Provision and Need Type Accepted in Each School**

All schools are 'day' special schools. They are all non-residential.

Trust Schools all have different SEN designations and will only be able to take pupils with those designations.

**Brays School**

Pupil places are prioritised for pupils with the following SEN designation/need types: - PD, PMLD, SLD and complex medical including VI and HI.

**The Bridge School**

Pupil places at The Bridge School are prioritised for pupils with the following SEN designation/need types:

- PD, PMLD, SLD, MLD, ASC

**Hallmoor School**

Pupil places at Hallmoor School are prioritised for pupils with the following SEN designation/need types:

- SLD, MLD, ASC

**High Point Academy**

Pupil places at High Point Academy are prioritised for pupils with the following SEN designation/need types: - ASC, SLCN, MLD

### **Lea Hall Academy**

Pupil places at Lea Hall Academy are prioritised for pupils with the following SEN designation/need types: - SEMH  
- Boys only

### **Leycroft Academy**

Pupil places at Leycroft Academy are prioritised for pupils with the following SEN designation/need types: - ASC

### **The Heights Academy**

Pupil places at The Heights Academy are prioritised for pupils with the following SEN designation/need types: - ASC with SEMH

## **1.3 Age Range**

Each school has a designated age range within which it can accept pupils

Brays School has an age range from 2 to 11 years.

The Bridge School has an age range from 2 to 11 years.

Hallmoor School has an age range from 4 to 19 years.

High Point Academy has an age range from 11 to 16 years.

Lea Hall Academy has an age range from 5 to 14 years.

Leycroft Academy has an age range from 5 to 11 years.

The Heights Academy has an age range from 5 to 16 years.

## **1.4 Admissions and Catchment Area**

Admissions are predominately requested of the schools by referral from the Special Needs Assessment and Review Services of the Local Authority in which the school is geographically situated. Neighbouring Local Authorities may also request places in our schools.

Most pupils are drawn from across the Birmingham, Sandwell and Solihull areas although provision is also made for pupils from neighbouring Local Authorities. It is normal practice for the home Local Authority for each school to refer pupils to the school for consideration.

Provision may also be made for pupils who come from further afield and whose parents/carers have expressed a preference for their child to attend our schools and have been placed in school through a tribunal process.

The Trust routinely has no priority order for admission at any school and the schools will view suitability of placement at the time they are requested to do so by the referring authorities.

A school cannot take pupil numbers above its published number unless through tribunal process or in other such exceptional circumstances.

The Trust does not operate a restricted area/catchment area policy for any of its schools.

Local Authorities may ask a Headteacher to prioritise a place for a pupil in exceptional circumstances and only through agreement with the Headteacher of the School will the pupil be accepted. Agreement could be as a result of:

- The need to safeguard a pupil
- Supporting a pupil in complex family arrangements which may or may not be subject to legal intervention
- Sibling connection
- Emergency placement of a pupil for other reasons

Children in Care and 'Looked After' by a Local Authority may also be accommodated in this exceptional way whilst statutory processes are being undertaken; the Local Authority and School acting in law *in loco parentis* in such cases.

### **1.5 Dates of Admission**

Provided that a school place is available, children may be admitted to the schools at any appropriate time in the school year once medical and educational induction has been completed and the school has all of the relevant information from parents/carers and other agencies. The EHCP must specifically name the host school on the provision section.

Time from admission approval/agreement with the Local Authority until the time in which the pupil is admitted to a school may vary.

If a pupil is eligible for home-school transport, then arrangements from the referring Local Authority may take up 4-6 working weeks to put in place before a pupil may enrol.

Waiting time for admission of pupils with complex medical conditions may take a longer time than for other pupils if the school and agencies have to arrange for additional resource to be put in place. e.g. securing a complex care nurse to be with the child in school and on home school transport.

### **1.6 Religious and Denominational Affiliation**

All Trust schools are non-denominational. They are all multicultural and cater for both boys and girls (apart from Lea Hall Academy which caters for boys only) . There is no priority order based on faith or gender for admission (other than at Lea Hall Academy which caters for boys only) and the schools will view suitability of placement as they are requested to do so by the referring authorities on receipt of the EHCP and accompanying notes and reports.

## **1.7 Education Health and Care Plans**

Although under normal circumstances, all pupils admitted to the school will possess a 'health care plan' of their special educational needs in accordance with current legislation, occasionally and in exceptional circumstances pupils may be admitted on a provisional basis or for a period of assessment pending the completion of an EHCP.

## **1.8 Process from Agreed Placement to Enrolment in a Class in a Named School**

When a local authority requests provision for a child, they approach the schools with details of his or her special educational needs and ask the head teacher whether or not the school can meet their needs and, subject to having a space on roll, when a place is likely to be available.

Provided that a place is available, the school will start the admission process.

Although places may be available within the school as a whole, vacancies may not exist within year groups where demand for places has been particularly high. In these circumstances an 'out of year or key stage group' placement may be offered, with an option to join the correct year group, as soon as a place becomes available. This must be upon the agreement of the placing Local Authority.

When all pupil places have been committed, the home Local Authority may decide to commission additional provision, provided that the safety of pupils is not compromised in doing so.

## **1.9 Waiting Lists**

When no further places are available in the appropriate year group and no suitable alternative placement can be found, parents may opt to wait for a place to become available, although the schools can provide no certainty that the Local Authority will refer the child to them for placement. Our schools do not hold waiting lists.

Although places cannot be left vacant or held open for anticipated arrivals, a prior knowledge of any pupil likely to require a place is helpful to the school, in terms of forward planning.

## **2.0 Full-Time and Part-Time Places**

Although placements are made on a full-time basis, in exceptional situations part-time placements may be arranged if this is felt to be in the best educational interests of the child and with the written agreement of the placing Local Authority. This would constitute exceptional circumstances. For example, if medically a child was too unwell to be in attendance full time and a paediatric consultant requests temporary or permanent part time education of the Local Authority, they may consider whether they can agree to an amendment to the EHCP.

Pupils of statutory school age must be in full time education by law.

## **2.1 Further advice**

Further advice can be provided by Local Authorities and from the Trust (use our trust email address [enquiry@fet.ac](mailto:enquiry@fet.ac) )