



Admissions Policy

Date of Approval:	November 2025
Approved by:	Education Committee
Review Date:	November 2026

Policy Information:

Date of last review	October 2025	Review period	Annually
Date approved	November 2025	Approved by	Education Committee

Policy owner	Director of Education	Date of next review	November 2026
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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
March 2025	Update regarding pupil numbers at Hallmoor and The Heights, brief updating notes added regarding planned expansion.	CEO
October 2025	Removed all references to Lea Hall school Updated pupil place information for Hallmoor and The Heights	Director of Education

The Trust has pupil places across nursery, primary, secondary and post 16 (16-19 years) for those with Education Health and Care Plans (EHCP). This Policy covers the academic years 2025/26 and 2026/27.

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 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.

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's Funding Agreement has now been amended by the Secretary of State, so it is now resourced to provide up to 290 places with 244 available in the primary/secondary department and 56 places available for post 16 pupils. By agreement with Birmingham City Council, the school is responding to demand by making additional places available slightly above the overall resourced number, and the school is working towards reducing numbers in post-16 from current levels over a period of 3 years.

High Point Academy

High Point Academy is resourced to provide up to 90 secondary places for pupils. The school is currently over-capacity, responding to demand in Sandwell. Having liaised with the Local Authority, they were reluctant to commit to a permanent increase in numbers, as they were going through their own analysis of sufficiency requirements. The Trust is supporting the school in conversations about needs for September 2026.

Leycroft Academy

Leycroft Academy is resourced to provide up to 170 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, 64 from September 2024 and 80 from September 2025. Further planned place numbers, as agreed as part of the free school bid are 96 places for September 2026, 112 places for September 2027, reaching capacity in September 2028 of 116 places.

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 additional needs and will only be able to take pupils with those additional needs.

Brays School

Pupil places are prioritised for pupils with the following SEN 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 need types: PD, PMLD, SLD, MLD, ASC.

Hallmoor School

Pupil places at Hallmoor School are prioritised for pupils with the following SEN need types: SLD, MLD, ASC.

High Point Academy

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

Leycroft Academy

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

The Heights Academy

Pupil places at The Heights Academy are prioritised for pupils with the following SEN need types: - ASC with associated high-level 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.

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

The Heights Academy has an age range from 7 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. There is no priority order based on faith or gender for 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 an EHCP describing 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 school 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. The funding agreement details that schools cannot go more than 20% above the resourced pupil number without needing to make a significant change request.

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)