

Brookfields School

Admissions Policy for Academic Year 2020-2021



Adopted: January 2020

Review date: January 2021

Context

Brookfields is a primary special academy situated in Widnes, Cheshire. Our school provides a quality, inclusive and specialist education for pupils with severe and complex learning difficulties and autistic spectrum disorders. The school is part of the Shaw Education Trust.

We are extremely proud of our school and are committed to providing the very best possible education for all of our children and young people. We believe in ensuring every child has the opportunity to learn and be successful, by providing them with an exciting and personalised curriculum, committed highly skilled staff and by securing strong partnerships with families and the wider community.

School Mission Statement

Enjoy, believe, achieve together

School Vision Statement

We are committed to: -

- an inclusive approach to teaching and learning to ensure equal opportunities for all pupils.
- providing a positive, stimulating child centred learning environment, where everyone is valued and respected
- promoting the personal qualities of individuals so that they achieve and contribute to their highest level
- sustaining a high-quality teaching and learning standards
- promoting learning as a lifelong process involving a wide community of people, including parents/carers

Admissions Arrangements

Our planned places number is agreed annually with the local authority. This can vary year on year depending on our capacity to meet the needs of our complex population of students, the level of demand for places and the number of pupils leaving at the end of the summer term.

Currently in 2019-2020 our planned place number is 101 across the academy which is located on two sites; in the main school building based in Widnes and at our satellite provision based within The Grange Academy, Runcorn.

Admission to the school is through the SEN Assessment Team at Halton Borough Council. Admissions are carried out throughout the year as required to meet individual needs. We may have capacity to admit a student to a particular Key Stage when another Key Stage may be full to capacity. This may result in sometimes having to decline a request for a placement even though we may not have reached our overall planned place capacity number.

Pupils will be admitted

- If they have an Education Health Care Plan or in exceptional circumstances if places allow; be on an assessment place pending the finalisation of an EHCP and the child has been referred to the school by the Local Authority.
- The school is able to meet the child's needs academically and socially taking the whole child into account.
- With due regard to our legal responsibilities, the SEN Code of Practice, data protection and the constraints set out by the Local Authority (e.g. Admissions Criteria and County Transport Policy).
- After due consideration of the referral papers by the school and if there are places available within the agreed place number or physical capacity set in conjunction with the Local Authority.

Contact details for Halton Borough Council

Halton Borough Council website: <http://www3.halton.gov.uk/Pages/Home.aspx>

School admissions:

<http://www3.halton.gov.uk/Pages/EducationandFamilies/Schools/Admissions.aspx>

Admissions Team Phone number: 0151 511 7271/7338

Please visit the Halton SEND Local Offer for all information about provision for SEND across Halton. You will find details about the Education, Health and Care Plans here also: <http://localoffer.haltonchildrenstrust.co.uk/>

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 pupils 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.

Following Confirmation of Placement

- Brookfields School and the child's current nursery / school setting will establish a liaison programme. The purpose is to share appropriate information about the child and work towards a smooth transition. It will be needs led and on an individual basis. This will include observation of the child in their current setting and setting staff visiting Brookfields if appropriate.
- For new children beyond reception year, there will be opportunities to facilitate visits to the school for the child if appropriate. This may be with school staff / parents/ carer.
- During the summer term, an induction meeting for new parents will be organised. This will include inputs from other involved professionals e.g. School Nurse, Speech & Language Therapists, Occupational Therapists, School Transport etc. This will also be an opportunity to complete the Admissions document and relevant consent forms alongside a member of school staff.
- Transport arrangements to be confirmed with parents and applications made to LA.
- Home visits will be undertaken, and information shared.
- A transition programme of visits will be planned and implemented
- Visual resources will be provided for use with the children over the summer holidays prior to starting.
- EYFS children will have a undertake a 2-week induction period of attending half days. For most children this will then progress immediately into full time attendance. However in individual circumstances this may be adapted to meet the needs of the child. This would be agreed between the school and family.
- Children above year R will generally start school full time from entry.

Once your child has started school

- Opportunities for close liaison between home and school will be maintained via the Home/School Book. On some occasions, Home Visits may be appropriate.
- Liaison between home/school will also be via telephone or by making a time to meet with school staff and parents/carers in school.
- The school makes very good use of Social Media through Facebook and Twitter
- Each term there will be a Parents Evening to enable parents/carers and teachers to meet and discuss the child's progress.
- An Annual Review is held within 12 months of the Education & Healthcare Plan being issued and thereafter annually.

- Parents coffee mornings, Family Learning Workshops and other school events provide many opportunities to become fully involved in the life of the school.