



# **Admissions Policy**

19/20

<b>Document Control Information</b>			
<b>Document Title, Issue and Date</b> Admissions Policy, 19/20 - June 2018			
<b>Review Period</b> Annually. Consult if any changes or at least every 7 years.		<b>Review Committee</b> Govs/Trustees	
<b>Revision History (most recent first)</b>			
<b>Author</b>	<b>Summary of changes</b>	<b>Issue</b>	<b>Date Authorised</b>
R Righini	Group policy separated into schools	1819	31/05/2017
R Righini	Policy update	1920	01/06/2018
<b>Authorisation</b>			
<b>Approved By:</b>	Trustees		
<b>Date Approved:</b>	01/06/2018		
<b>Date of Next review:</b>	30/06/2019		
<b>Document Owner &amp; Reviewer:</b>	The senior manager responsible for this policy is the Head of Site		
<b>Equality Impact</b>			
<b>Statement</b>	<p>We welcome feedback on this document and the way it operates. We are interested to know of any possible or actual adverse impact that may affect any groups in respect of any of the equalities act 2010 protected characteristics.</p> <p>The person responsible for equality impact assessment for this document is the Director of Equalities and Diversity.</p>		
<b>Screening</b>	<p>This policy has been screened by the Equalities Team and the impact has been assessed as:</p> <p><input type="checkbox"/> Not applicable  <input type="checkbox"/> Low  <input type="checkbox"/> Medium  <input type="checkbox"/> High</p>		

## **1. Purpose**

1.1. Spring Brook Academy is a special school which provides up to 78 places for pupils and students of both sexes between the ages of 4 and 19 with social, emotional and mental health needs. The purpose of this policy is to explain the admission arrangements that are in place.

## **2. Scope of Policy**

2.1. This policy applies to anyone wanting to request a place for a child in our organisation. It sets out the route to be followed when applying for a place for a child with an EHCP.

## **3. Reason for Review**

3.1. This policy was reviewed to simplify the document for ease of reading. It still takes into account statutory guidance/advice as follows:

3.1.1. School Admissions Code 2014

## **4. Aim(s):**

4.1. This policy aims to support families in accessing the information they need to know and to have a thorough understanding of the process of applying for a place at our school.

## **5. Procedures and practice**

5.1. Each Local Authority (LA) is an admitting body and will take the decision to place young people only after full consultation with our school.

5.2. LAs should note that the contact email address for consulting the school on naming the school in a child's Education Health and Care plan (EHCP) is [admissions@newbridgegroup.org](mailto:admissions@newbridgegroup.org)

5.3. For a child to be admitted, the school must be named by an LA in the child's Education, Health and Care Plan (EHCP), though we may admit a young person without an EHCP if:

5.3.1. the child/young person is admitted for the purposes of an assessment of educational needs under Section 34(5) of the Children and Families Act 2014 and the responsible LA, the head teacher or principal, the parents or young person and anybody else whose advice is required to be obtained, have all agreed to the child or young person's admission;

5.3.2. the child/young person remains admitted following an assessment under Section 34(6) of the Act ; or

5.3.3. the child/young person is admitted following a change in his/her circumstances, with the agreement of the LA, head teacher or principal and the child's parents/carers.

5.4. Parents wishing their children to benefit from our provision should ask their LA to name our school in their child's EHCP.

**6. Sources and references**

6.1. Admissions Code 2014

**7. Other useful documents**

7.1. Equality Act 2010

**8. Monitoring**

8.1. This policy will be monitored through the MAT's accountability framework.

