



ADMISSIONS POLICY

Admission to the Federation is usually dependent upon completion of a statutory assessment resulting in an Education, Health and Care Plan. This identifies the education, health and care needs of the young person. Older pupils may have a Statement of Special Educational Needs.

The LA is responsible for School admissions. The Governing Body must, by law, implement the LA decisions on individual applications and act in accordance with the LA's admission arrangements.

EHCP's go to the Moderation Panel, led by the Special Educational Needs 0-25 Team. Prospective pupils EHCP Plans or statements are sent to the School for consultation. The Governors have delegated responsibility to the Executive Head Teacher and Senior Leadership Team Admissions Group, to decide whether the School can fully and effectively meet the child's needs and respond to the Special Educational Needs 0-25 Team within 15 days. The Executive Head teacher will consult with the Chair when necessary. Consideration is given to the child's own needs and the needs of others in the School and the potential impact upon them. The School aims not to exclude and so it is necessary to ensure that the School will be able to adapt to meet the child's changing needs. When there is pressure on places, preference will be given to children who are rising five.

Bidwell Brook's official admission numbers are 110 pupils
Ellen Tinkham's official admission numbers are 180 pupils.

The LA makes the decision to offer a place at the School. When this has been confirmed, the admissions process is as follows:-

- Class identified
- Lead for Admissions makes contact with family
- Home visit offered, from multi disciplinary team.
- Information pack is completed
- Pupil is offered a series of 'taster' days in the School (parents transport) when they will meet key staff.
- Letter of welcome sent to parents

Pupils will have full-time places. Parents of younger children may prefer to agree a staged move towards full-time attendance. They will need to be in full-time attendance the term after their fifth birthday.

Transport is arranged direct with parents by Education Transport and is separate to the School.