



BIRCHWOOD

CHILDREN'S SERVICES

Policy Name	Admissions
Policy Number	BW 11 – Version 2
Date implemented	September 2019
Updated	February 2025
Implemented by	DC
Review date	February 2026

Admissions

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Statement and Vision

The purpose of this policy is to ensure that Birchwood Children's Services are able to meet the individual needs of the children and young people who are admitted.

Birchwood Children's Services will:

- Ensure that they can meet the special educational needs of referred children and young people at the point of admission.
- Ensure that each individual referral is dealt with efficiently and within required timescales.
- Provide a transparent process for referral of prospective children and young people.
- Ensure that there is a structured and supportive admission and induction procedure for new children and young people.
- Not discriminate against any referral on the basis on any relevant protected characteristics. We will consider the needs of the other children already placed at the school and the home when considering suitability of placement.

In Response To

- The Education Act 2002
- School Admissions Code (December 2014, updated September 2015)
- The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2024

Admissions at Birchwood School

At Birchwood School, we will:

The school website will fulfil the requirements of specific regulations and includes:

- Name, address, telephone number
- A named contact person
- School roll, age range, primary or secondary, mixed, or single sex
- The classification of the school
- Any specialism catered for (e.g. SEMH / Complex Needs)
- A description of our admissions procedure
- A children's guide to the provision

Further information can be requested by contacting the school directly.

Pre-Admission

Ensuring that all referrals are handled in a timely and professional manner. The process for referral handling is:

- The Local Authority makes a referral to the school admissions team.
- The referral will usually include the young person's Education, Health and Care Plan and other relevant reports.
- The team will review the documents and establish if they feel the school can meet the needs of the young person.
- The team will contact the Local Authority and parents/carers to invite the young person to school.
- The team may visit the young person in their home, school, or current placement.
- During the visit the young person will have a tour of the school and meet the Head Teacher and other members of staff as appropriate.
- The school will consider the impact on existing students who attend the school.
- Following a successful school visit, an offer of a placement with a suggested start date will be sent to the Local Authority
- Upon acceptance of the placement by the Local Authority, parents / carers will be advised.
- Transition details and start date will be confirmed.

Birchwood Children's Services will:

- Ensure that the special educational needs outlined in the child/young person's Education, Health and Care Plan or other records can be met within the resources of the setting, or with the provision of additional resources.
- Ensure that any additional required resources can reasonably be provided.
- Ensure that an individual risk assessment and behaviour support plan is conducted where possible prior to admission or upon admission and is reviewed as part of the post-admission review and regularly thereafter.

- Have in place a systematic approach for keeping records, in line with current legislation.
- Ensure that all relevant documentation (contracts, permissions etc.) have been signed by the appropriate Local Authority personnel/parent / carer / guardian **prior** to the admission of the young person.

Post-Admission

Where appropriate a placement review will take place within the first term.

Where a post admission review is required or requested the following information will be collected and considered: attendance data, behaviour information, medical and first aid information, education information and pupil and parent voice.

This meeting should endorse the placement and agree the details of individual support. All stakeholders should be invited to this meeting.

Admissions Register

The school keeps an admission register which contains an index in alphabetical order of all the pupils at the school and the following information about each pupil:

- Pupil number (UPNS)
- Name in full
- Gender
- The name and address of every person known to the school to be a parent of the pupil including an emergency telephone numbers
- Day, month, and year of birth
- Day, month, and year of admission to school
- Name and address of the school last attended
- Leave date when applicable
- Leaving destination
- That when a leaving pupil's destination is given as another school, the school has verified this new school as a legally registered provider
- That where the leaving pupil's education destination is unknown, or is not given as a legally registered school, this has been reported to the local authority in a timely manner

Birchwood Children's Services will inform the relevant local authority of any pupil who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education
- Have ceased to attend school

- Have been certified by a medical practitioner as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend school after ceasing to be of compulsory school age
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period
- Have been permanently excluded

The local authority will be notified when school is to delete a pupil from its register under the above circumstances. This should be done as soon as the grounds for deletion are met. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing from education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

Reviewing history

Date	Changes made	Signature
December 2020	Ratified	GovCom
January 2022	Changes made to post admission events	DC
May 2023	Updated post admissions reviews.	LS
Feb 2025	Updated information provided (V3)	DC
Feb 2025	Ratified	SP

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