



Revised Admissions Policy: Holy Brook School

For decision

For discussion

For information

SUMMARY

Holy Brook School revised admissions policy for approval by ACE Committee

OWNER

Nikki Stevens, SEND Team Manager

VERSION or DRAFT

Draft version 1.0

DATE

15 June 2021

© Brighter Futures for Children

Brighter Futures for Children
Civic Offices, Bridge Street,
Reading RG1 2LU

Company number 11293709

1. Purpose of report

To present the revised admissions policy for Holy Brook School, a maintained specialist SEMH Primary School, for approval by the ACE Committee.

2. Executive summary

This admissions policy has been updated by the Head teacher of Holybrook School, Lee Smith, and has been approved by Holybrook School's Governing Body. The updates were made by the Head teacher in partnership with the SEND Team Manager, BfFC. All pupils at Holybrook School have an EHC Plan (EHCP) with a primary need of SEMH. They are often pupils with additional vulnerabilities. The reason for the updates was to ensure that BfFC SEND Team is fully involved in decision making regarding the identification and prioritisation of pupils admitted to Holybrook School, in accordance with the SEND Code of Practice (2015). The proposed revised admissions policy will be jointly reviewed and ratified annually by the Governing Body of Holy Brook School and Reading Borough Council's Adult Children and Education Committee in line with their responsibility for maintained schools. The policy is attached as Appendix 1.

3. Recommendations

The ACE Committee is asked to approve this updated version of the admissions policy for implementation at the next review date.

DEPT	NAME	COMMENT
Finance	n/a	
HR	n/a	
Communications	n/a	The updated admissions policy will need to be shared on the school's website and on their Local Offer website entry.

Appendix 1: Admissions policy for Holy Brook School

This policy outlines the procedures for admitting new pupils to Holy Brook Special School

1. Introduction

Holy Brook Special School (HBS) is a Local Authority (LA) maintained school supporting both Key Stage 1 and Key Stage 2 pupils with Social Emotional & Mental Health difficulties (SEMH).

In order for all pupils and parents to enjoy a successful integration into HBS we recognise the important role of Brighter Futures for Children (BFfC), delivering education services on behalf of RBC, Partner Schools (PS) and HBS have in the admissions process. BFfC retain the placement decision-making responsibility on behalf of RBC in line with the SEND Code of Practice 2015. It is the responsibility of BFfC SEND (Special Educational Needs and Disabilities) team to manage all referrals for full time places to HBS Admission Panel.

HBS Admission Panel: It is the responsibility of the HBS Admission Panel to consider all referrals from BFfC SEND Team in an open and transparent manner, ensuring all referrals are treated in accordance with Equal Opportunities and Disability Equality guidance and the SEND Code of Practice 2015.

The Panel will consist of:

- Director of Education, BFfC, who may delegate this responsibility to an appropriate officer (Chair)
- The Headteacher, Holy Brook School and members of HBS School Leadership Team (SLT)
- Brighter Futures SEND Team representative
- HBS SEND Governor
- BFfC Educational Psychologist
- A Headteacher of a local mainstream primary school

Admissions meetings will be considered quorate when the panel consists of 4 members including a minimum of 2 representatives of BFfC

2. Parental Choice

In exercising or performing all their respective powers and duties under the Education Acts, the Secretary of State, local education authorities and the funding authorities shall have regard to the general principle that pupils are to be educated in accordance with the wishes of their parents, so far as that is compatible with the provision of efficient instruction and training and the avoidance of unreasonable public expenditure.

The parent or the young person has the right to request a particular setting of the following type is named in an Education Health and Care Plan (EHCP)

- a maintained school
- a maintained special school
- a maintained nursery school
- an academy or free school



- a further education or sixth form college
- a non-maintained special school
- an independent special school or college approved under section 41 of the Children and families act.

Relevant legislation: Section 33&39 of children and families act 2014.

If a parent makes a request for a particular school, nursery or college, the local authority must comply with that preference and name that school or college in the child or young person's EHC plan **unless**:

- it would be unsuitable for the age, ability, aptitude or SEND of the child or young person, or
- the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources

Efficient education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have. Where a local authority is considering the appropriateness of an individual institution, 'others' is intended to mean the children and young people with whom the child or young person with an EHCP will directly come into contact on a regular day-to-day basis.

*Special educational needs and disability code of practice: 0 to 25 years
9.79 Requests for a particular school, college or other institution*

3. Consultation

"The local authority must consult with the governing body, principal or proprietor of the school or college concerned and consider their comments very carefully before deciding whether to name it in the child or young person's EHCP"

*Special educational needs and disability code of practice: 0 to 25 years
9.80 Requests for a particular school, college or other institution*

HBS will respond to BfFC within 15 days of the initial consultation. HBS will state whether HBS is either suitable or unsuitable for the age, ability, aptitude or SEND of the pupil or whether the admission of the pupil would be incompatible with the efficient education of others, or the efficient use of resources.

4. Admissions Meetings

There are three scheduled admissions meetings each academic year ensuring there are three opportunities for pupils to start at HBS during an academic year:

Admission Meeting	Pupils start at HBS
Summer Term 6 Week 1	Autumn Term
Autumn Term 2 Week 1	Spring Term
Spring Term 4 Week 1	Summer Term

However, additional extraordinary Admissions Meetings may be convened if the need arises. Where the school is full and it is not possible to offer an additional space as to do so would be detrimental to the education of others, consultations will be responded to within 15 days of receipt with an answer regarding suitability. The response will give an

indication of the date of the next admissions panel meeting when the consultation will be considered. All consultations MUST be sent to admin@holybrook.reading.sch.uk.

5. Admission Panel Criteria

This policy relates only to referrals which have been made known to and assessed or recommended by the BFFC EHC panel. Therefore, no referral will be considered unless it has been submitted by or via the BFFC SEND team. Referrals from other LAs must also be sent to the BFFC SEND team for onward referral.

All pupils referred to the HBS Admission Panel must have an EHCP identifying SEMH as primary need.

In addition, the Admission Panel may request that professionals working with pupils and families clarify whether a referral has been made to Child and Adolescent Mental Health (CAMHS) team:

- If no referral has been made at the time of the referral the panel may ask why not?
- If a referral has been made the panel would like to know what any outcome has been.

6. Admission Procedure

- Stage 1: BFFC SEND team sends consultation to Head Teacher of Holy Brook School (admin@holybrook.reading.sch.uk). Holy Brook School responds to BFFC SEND team within 15-day statutory timescale advising if HBS feels they can meet needs should a place be available and date of next admissions panels meeting where referral will be considered
- Stage 2: The HBS Admission Panel meet on a Wednesday Week 1 Terms 2, 4 and 6 at 15:30. Should places become unexpectedly available; a decision will be made by the panel to call an extraordinary meeting, thus enabling pupils to start sooner. All referrals will be considered in conjunction with:
- The age, ability and SEND of the child
 - Whether the attendance of the child would be incompatible with the efficient education of others, or the efficient use of resources
- Stage 3: The Chair of HBS Admission Panel will record the decision to either decline the application, along with an explanation (see 8), or if the placement may be considered appropriate by the HBS Admissions Panel proceed to Stage 4. BFFC SEND team will then communicate to relevant parties:
- School
 - Parents / Carers
 - Other LA's
- Stage 4: Pupils visit HBS with parents/carers / relevant professionals e.g. Family Worker or Social Worker, for tour and discussion with SLT and Class Teacher. It is an important aspect that Parents /Carers and Pupils feel involved in the admission process
- Stage 5: HBS Head teacher will confirm offer of a place to BFFC SEND Team who will inform the relevant LA SEND Department. BFFC or other LA SEND Department to write to Parents/Carers formally offering a place and

confirming start date and confirming financial responsibility for placement at the current Top-Up Rate to HBS.

Stage 6: EHCP is updated naming Holy Brook School.

Stage7: Pupil starts

7. Timescale

The HBS Admission meetings take place at the beginning of each even term; 2, 4 and 6. New pupils will be admitted during the beginning of the next academic term where places are available.

8. Unsuitable referrals

If a placement is considered unsuitable by the HBS Admissions Panel, the Chair of the Panel will inform BFFC EHC Panel of their decision, providing a clear, detailed reason with supporting evidence with reference to:

- Age
- Ability
- Aptitude
- SEND of the pupil
- The attendance of the pupil would be incompatible with the efficient education of others, or the efficient use of resources

9. Exit Criteria

All pupils will have an Annual Review of their EHCP. This will provide HBS and the pupils LA an opportunity to establish whether current provision remains appropriate. Any change in provision, for whatever reason, will be the outcome of either an annual review or interim review attended by a representative of the LA, Parent / Carer and member of HBS SLT. Any change of provision will be made in consultation with the Full Governing Body, the appropriate LA and be based upon clear assessment data identifying academic progress and emotional development.

All pupils will leave Holy Brook Special School when they have completed KS2 where they will either transfer to a SEMH Special Secondary School, other SEND provision or a mainstream setting. For those pupils who have been assessed as ready for transition back into mainstream before the end of KS2, HBS will work closely with its partner school. If SEMH is assessed as no longer the primary SEND of the pupil then HBS and the LA will work closely with other professionals to identify an alternative specialist setting.

10. Conclusion

In order for the admission process to be successful, regular reviews and co-operation between all parties involved is paramount. It is important to recognise that this level of co-operation should be maintained while the pupil remains on the roll at Holy Brook Special School.



Agreed By	Date	Agenda item
FGB	24.11.14	8
FGB	21.09.15	16
FGB	03.10.16	15
FGB	10.07.17	16
FGB	18.09.17	12
FGB	24.09.18	14
FGB	30.09.19	16
FGB	Lee to insert date	Lee to insert agenda item
BFFC / RBC		
FGB		