

# Admissions Policy

Education Impact Academy Trust has pupil places across nursery, primary, secondary and post 16 (16-19 years) for those with Education Health and Care Plans (EHCP).

The following information will outline to parents and carers how pupil placements are made and how schools admit pupils.

### **1.1 Location and Number of Places Available**

The Trust has pupil places available across nursery, primary, secondary and post 16 for pupils with Education Health and Care Plans across its estate. However, each specific school takes pupils with specific SEN designations and age ranges.

**Mayfield School** has two sites in Lozells, Birmingham

**Queensbury School** has two sites in Erdington, Birmingham.

**Wilson Stuart School** has a site in Perry Common, Birmingham.

#### **Mayfield School**

Mayfield School is resourced to provide up to 310 nursery, primary, secondary and post 16 places for pupils.

#### **Queensbury School**

Queensbury School is resourced to provide up to 320 secondary and post 16 places for pupils.

#### **Wilson Stuart School**

Wilson Stuart School is resourced to provide up to 270 nursery, primary, secondary and post 16 places for pupils.

### **1.2 Type of Provision and Need Type Accepted in Each School**

All schools are 'day' special schools. They are all non-residential.

Our Schools all have different SEN designations and will only be able to take pupils with those designations.

#### **Mayfield School**

Pupil places at Mayfield School are prioritised for pupils with the following SEN designation/need types:

- PD, PMLD, SLD and ASC

#### **Queensbury School**

Pupil places at Queensbury School prioritised for pupils with the following SEN designation/ need types:

- MLD, SLD, SEMH and ASC

#### **Wilson Stuart School**

Pupil places at Wilson Stuart School are prioritised for pupils with the following SEN designation/ need types:

- PD, PMLD, SLD including complex medical needs.

### **1.3 Age Range**

Each school has a designated age range within which it can accept pupils:

Mayfield School has an age range from 3 to 19 years.

Queensbury School has an age range from 11 to 19 years.

Wilson Stuart School has an age range from 2 to 19 years.

### **1.4 Admissions and Catchment Area**

Admissions are requested of the schools by referral from the Special Needs Assessment and Review Services of the Local Authority in which the school is geographically situated. Neighbouring Local Authorities may also request places in our schools.

Most pupils are drawn from across the Birmingham although provision is also made for pupils from neighbouring Local Authorities.

Provision may also be made for pupils who come from further afield and whose parents/carers have expressed a preference for their child to attend our schools and have been placed in school through a tribunal process.

The Trust routinely has no priority order for admission at any school and the schools will view suitability of placement at the time they are requested to do so by the referring authorities.

A school cannot take pupil numbers above its published number unless through tribunal process or in other such exceptional circumstances.

The Trust does not operate a restricted area/catchment area policy for any of its schools.

Local Authorities may ask an Executive Headteacher to prioritise a place for a pupil in exceptional circumstances and only through agreement with the Executive Headteacher of the School will the pupil be accepted.

Agreement could be as a result of:

- The need to safeguard a pupil
- Supporting a pupil in complex family arrangements which may or may not be subject to legal intervention
- Sibling connection
- Emergency placement of a pupil for other reasons

Children in Care and 'Looked After' by a Local Authority may also be accommodated in this exceptional way whilst statutory processes are being undertaken; the Local Authority and School acting in law *in loco parentis* in such cases.

### **1.5 Dates of Admission**

Provided that a school place is available, children may be admitted to the schools at any appropriate time in the school year once medical and educational induction has been completed and the school has all of the relevant information from parents/carers and other agencies. The EHCP must specifically name the host school on the provision section.

Time from admission approval/agreement with the Local Authority until the time in which the pupil is admitted to a school may vary.

If a pupil is eligible for home-school transport, then arrangements from the referring Local Authority may take up 4-6 working weeks to put in place before a pupil may enrol.

Waiting time for admission of pupils with complex medical conditions may take a longer time than for other pupils if the school and agencies have to arrange for additional resource to be put in place. e.g. securing a complex care nurse to be with the child in school and on home school transport.

## **1.6 Religious and Denominational Affiliation**

All Trust schools are non-denominational. They are all multicultural and cater for both boys and girls. There is no priority order based on faith or gender for admission and the schools will view suitability of placement as they are requested to do so by the referring authorities on receipt of the EHCP and accompanying notes and reports.

## **1.7 Education Health and Care Plans**

Although under normal circumstances, all pupils admitted to the school will possess a 'health care plan' of their special educational needs in accordance with current legislation, occasionally and in exceptional circumstances pupils may be admitted on a provisional basis or for a period of assessment pending the completion of an EHCP.

## **1.8 Process from Agreed Placement to Enrolment in a Class in a Named School**

When a local authority requests provision for a child, they approach the schools with details of his or her special educational needs and ask the Governing Body in collaboration with the Executive Headteacher whether or not the school can meet their needs and, subject to having a space on roll, when a place is likely to be available.

Provided that a place is available, the school will start the admission process.

Although places may be available within the school as a whole, vacancies may not exist within year groups where demand for places has been particularly high. In these circumstances an 'out of year or key stage group' placement may be offered, with an option to join the correct year group, as soon as a place becomes available. This must be upon the agreement of the placing Local Authority.

When all pupil places have been committed, the home Local Authority may decide to commission additional provision, provided that the safety of pupils is not compromised in doing so.

## **1.9 Waiting Lists**

When no further places are available in the appropriate year group and no suitable alternative placement can be found, parents may opt to wait for a place to become available, although the schools can provide no certainty that the Local Authority will refer the child to them for placement. Our schools do not hold waiting lists.

Although places cannot be left vacant or held open for anticipated arrivals, a prior knowledge of any pupil likely to require a place is helpful to the school, in terms of forward planning.

## **2.0 Full-Time and Part-Time Places**

Although placements are made on a full-time basis, in exceptional situations part-time placements may be arranged if this is felt to be in the best educational interests of the child and with the written agreement of the placing Local Authority. This would constitute exceptional circumstances. For example, if medically a child was too unwell to be in attendance full time and a paediatric consultant requests temporary or permanent part time education of the Local Authority, they may consider whether they can agree to an amendment to the EHCP.

Pupils of statutory school age must be in full time education by law.

### **2.1 Further advice**

Further advice can be provided by the Local Authority and our schools directly.