



## **Admission of Pupils Policy**

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### **Introduction**

The policy supports the school statement of intent that every pupil should achieve his potential and develop an understanding of and respect for himself and others.

### **Rationale**

Bramfield House School has a history of admitting pupils with severe emotional and behavioural and mental health difficulties and an EHCP (education, health and care plan) which notes the nature of these difficulties. Such difficulties are often the cause or the result of other special educational needs. They may arrive out of difficult life experiences, be the result of some medical condition or a combination of factors. Some of the pupils have a long history of challenging behaviour of a serious kind that may include violence towards peers and/or adults. Therefore, the school acknowledges that our pupils may, on occasions, exhibit challenging behaviours that vary both in intensity and duration.

The range and nature of both the difficulties and needs our pupils' exhibit, have and continue to become more complex as does the assessment of these. Thus, it is important that the school seeks to ensure that the admission process accurately identifies the needs of pupils and whether it is possible for the school to meet these both effectively and efficiently.

### **Aim**

The aim of this policy is to ensure that the school admits, as far as is possible, those pupils whose special educational needs can be met effectively and in doing so ensure progress in all aspects of their development.

## **Objectives**

The objectives of the policy are that

- all concerned will have a clear understanding of the criteria used in assessing the appropriateness of a placement for individual pupils at Bramfield House School
- All concerned will have a clear understanding of the processes of judging the appropriateness of that placement
- Parents/carers, each pupil and representatives of Local Authority's (LA's), social service departments and other interested professionals have a clear understanding of the opportunities on offer at Bramfield House School
- Parents/Carers, each pupil and representatives of LA's, social services departments and other interested professionals understand all key aspects of school life at Bramfield House School and are prepared to play their part in ensuring the success of any placement.

## **Admissions process**

### *Stage 1*

Referrals made to Bramfield House School will normally be made by LA's. A range of detailed information concerning that pupil should accompany these referrals. Where this is not the case, the school will seek access to such information. Senior staff will analyse all available information on the pupil to assess whether the pupil meets the admission criteria for the school (See below). Where this is the case, arrangements will be made with the LA and parents/carers for the Head Teacher to visit the pupil at home.

### *Stage 2*

The home visit will include

- Verbal information about the school
- Photographs of the school
- Detailed discussion (if appropriate) of previous problems encountered in educational establishments
- Information of any medical issues and/or medication taken
- Discussion about life at the school including physical intervention, complaints procedure, and any other issues of interest/concern.

The Head Teacher and head of care will assess whether or not the school can meet the pupils needs and if so, arrange for a visit to the school.

### *Stage 3*

The visit will include

- a tour of the school
- an introduction to key staff
- a discussion with senior staff concerning such issues as:
  - o the school curriculum

- the content of key school policies, including the school expectations for good behaviour and discipline and the Care and Control of pupils.
- A demonstration of the preferred forms of physical intervention with pupils, were this to prove necessary.
- An opportunity for each visitor to ask any questions they may have.

Visitors will also receive (if they have not already) a copy of the pupil's handbook and/or other relevant information e.g. complaints procedure.

#### *Stage 4*

If, following these visits, all concerned are agreed that the pupil's needs can be met at the school and that the pupil and parents/carers are committed to the placement, the school will write to the LA offering a place, and arrangements will be made for admission.

The Head Teacher may again arrange to visit the pupil at home to formalise the placement and complete paperwork, such as parental consent forms for various activities/events.

#### **Admission Criteria**

- The pupil will be male and aged between 7 and 16 years of age.
- The pupil will have an education, health and care plan (EHCP)
- The EHCP will specify that the pupil has social, emotional and mental health difficulties
- The pupil will normally have been assessed as within the average ability range of educational functioning. (In some cases, pupil's levels of ability as measured using psychometric tests may prove difficult. In these cases the school will base its judgements on its ability to meet needs)
- The pupil may have learning difficulties and/or low attainment that are associated with their social, emotional and mental health difficulties.
- The pupil may have one or more specific learning difficulties
- The pupil will express a commitment to the placement
- The pupil's parents/carers will express a commitment to the placement.
- For all "Children in Care" "looked after Children", there must be permanently named carers and a permanent home base for the pupil, available at any time throughout the year. The school cannot be the main residence for any child.

#### *The LA will:*

- Provide the school with all current advice and information concerning the pupil
- Name Bramfield House School in the EHCP
- Agree contractual arrangements for transporting the pupil to and from school