



**Brookfields**  
Specialist SEN School

## Brookfields School Admissions Policy

<b>Date</b>	<b>Description</b>
25 January 2023	Approved by the Full Governing Board

<b>Review schedule</b>	Annually
<b>Next review</b>	January 2024
<b>Policy holder</b>	Catherine Bernie

## Brookfields School Equalities Statement

All pupils at the school are offered a broad, balanced, stimulating and relevant curriculum regardless of their background, culture or ability. Each pupil is valued for who they are and what they bring to the school. We appreciate and celebrate the richness of diversity within the school community as well as the wider community. Through the work we do across the school on developing Values, we actively promote the importance of tolerance, co-operation, courage, determination, friendship and respect. Through this approach, pupils develop independence, confidence and integrity which prepares them for their future lives.

### Admissions Statement

In accordance with LA policy all pupils admitted to Brookfields will have an Education Health and Care Plan (EHCP).

All admissions will be dependent on places being available in the school and within the right learning peer group. In consultation with the LA, the Headteacher will comment on the appropriateness of the placement and the school's ability to meet the child's needs as outlined in the statement or EHCP. **The primary need of any pupil at Brookfields School is a learning difficulty, which can be moderate, severe, complex or profound and without which a pupil will not be admitted to the school.** Some pupils have additional needs such as ASD, ADHD, a visual, hearing or multisensory impairment, a physical disability etc. Some pupils may have behaviours that can be challenging as a result of their learning difficulty or their additional needs.

The school recognises the importance of parental choice and referrals will be considered from outside the school's defined catchment area. Where places are limited, the Headteacher and LA will prioritise referrals at the Special School Admissions Panel. All requests for places will be brokered through this panel.

Requests for a place at Brookfields School should be made to West Berkshire Local Authority SEN Team

### Aim

It is realised that parents of prospective pupils will be anxious and uncertain about what to expect when a special school is suggested as suitable educational provision for their child. It is therefore important that admission procedures are sensitive to their needs and reflects a structure that is predictable and understandable. This will be achieved by:-

- ensuring all prospective admissions are initially dealt with by the Headteacher
- providing the opportunity to visit school and discuss needs with Headteacher. Parents are more than welcome to bring someone with them on this visit. Reference must be made to the schools COVID19 Risk Assessment at the time of arranging a visit to the school. Visits to the school may not be able to take place
- providing parents with a prospectus at initial meeting. This is also available from the schools website

- once the pupil's EHCP has been issued and Brookfields has been named as appropriate provision by the Local Authority, providing planned opportunities for the family and child to visit the school and meet their new teachers.
- providing relevant Class Teacher and team members with necessary papers so that where appropriate home visits can be arranged and involved professionals contacted
- ensuring parents are aware of arrangements such as transport, once an admission date has been agreed
- providing parents with opportunity to meet with teachers for a progress report during term of admission

Where visits to the school are arranged prior to the completion of the EHCP, it will be made clear to all involved that such visits do not imply that the school has made a commitment to offer a place.

The Headteacher, in consultation with Senior Leadership Team and relevant members of staff, will be responsible for all decisions relating to admissions. In this way pupil numbers will be dealt with in a planned and efficient way. In order to aid this process, the LA will alert all neighbouring authorities of the purpose of the Special Schools Admissions Panel and the deadline for place requests each term. This will have implications for timing of panel meetings, particularly in the summer term.

A pupil will not be admitted to Brookfields School until signed agreement of the funding level has been completed by the LA responsible for that pupil. A copy of the funding levels is attached to this policy.

The Headteacher reserves the right to decline a request for a place if it is felt that the school cannot meet the needs on as detailed on the statement or EHCP.

The admissions policy is subject to annual review by governors and public consultation at least every seven years even if there have been no changes during that period.

APPENDIX 1

There is a new funding matrix, please see link below:

[High Needs Top Up Bandings 2022-23.xlsx](#)



Signed:  
Policy Holder

Date: 19.10.22

Signed: .....  
Headteacher/Governor

Date: .....