



# ADMISSION POLICY

*Please also refer to the Child Causing Concern Protocol*

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## **1 Introduction**

The Governing Board and the Pupil Referral Service Management Committee applies the regulations on admissions fairly and equally to all those who wish to attend the Brownhill Learning Community (hereafter known as BLC). The BLC comprises of Brownhill School and the Rochdale Pupil Referral Service.

We are an inclusive Learning Community that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

Pupils are referred to the BLC by the Rochdale Local Authority or Rochdale Borough Schools for a variety of reasons such as:

1. the pupil has been permanently excluded from their school
2. the pupil's school/LA has a cause for concern and it is deemed that the school is no longer able to support the individual pupil's needs to maintain education provision either for a short period or on a permanent basis (this includes pupils who are medically unfit to attend their school).
3. The Local Authority consults for a place for pupils who have an Education Health Care Plan/Statement of Special Need.

Pupils admitted to the BLC must be able to access the National Curriculum.

As the BLC is deemed to be a community school, the LA is therefore the 'Admissions Authority' for the BLC. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

## **2 Admission Protocol for pupils permanently excluded from their school**

Pupils referred by the Inclusion Panel will be deemed to be dual registered with the BLC from day 6 after the permanent exclusion until day 15 after the exclusion. This is because parents have up to 15 days to appeal against the permanent exclusion.

If the permanent exclusion is upheld the pupils enrol status will then be single registered with the BLC unless it is otherwise agreed by the LA.

Where no response is received after 3 attempts to contact parents/carers by letter or telephone to arrange an admission meeting, the BLC will report this to the LA as a Child Missing Education.

### **3 Admission Protocol for Children Causing Concern & Pupils at Risk of Exclusion (PARE)**

A move to the Pupil Referral Service can be a successful strategy to support pupil behaviour or medical issues. Rochdale Headteachers', in communication with the Headteacher of Brownhill Learning Community have the option to consider a placement for an agreed length of time either in the short term (dual registered) or a permanent (single registered) move.

In the first instance, Schools will contact the Headteacher by telephone and or email a referral form. The Headteacher will respond and agree a way forward. A referral form in 3 parts must be fully completed by the referring school and returned to [referrals@theblc.org.uk](mailto:referrals@theblc.org.uk) before the admission process can be agreed. This must include parental consent.

The Headteacher will allocate a place at one of the sites and arrange for parents/carers to be contacted to arrange an admission meeting. The LA & Inclusion Panel will be informed.

For short term placements, arrangements for a review meeting will be set at admission and schools will be expected to send a senior member of staff. Evaluation of the placement can be discussed and the donor school can put systems in place to ensure a reintegration back into school in a timely fashion. There must be an agreement by all secondary schools and academies that, to ensure this process is effective, pupils have a period of re-integration and appropriate support once back in their school.

The Headteacher will inform the LA of admissions made under this protocol on a regular basis and details will be provided at future Inclusion Panels for information.

The Head at the BLC will ask the Inclusion Panel to consider a move back into mainstream where it is deemed appropriate for any pupil on roll at the BLC. Evaluation reports will be provided.

### **4 Admission appeals**

If the LA/BLC does not offer a child a place at this school:

- It is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase.
- The BLC would be unsuitable for the age, ability or aptitude or SEN of the child/young person;
- The attendance of the child/young person there would be incompatible with the efficient education of others, or the efficient use of resources.

NB Where you deem your school to be unsuitable to meet the child/young person's needs please demonstrate the reasonable steps you have taken (or will take if the child is not already on roll at your school) to prevent the incompatibility

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children attending. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

### **5 Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.