

# Admissions Policy

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	June 2023	Michelle Reysenn	September 2023

## Ratification

Role	Name	Date
Chair of Academy Council	Gus Grimshaw	
Head Teacher	Michelle Reysenn	June 2023

## Details of Policy Updates

Date	Details

# **Brook Academy Admissions** **Policy 2022-23**

## **Our Mission at Brook Academy**

Staff and Academy Councillors believe that young people at Brook Academy will find new learning opportunities and experiences. We will guide each student towards these learning opportunities and in doing this, we are confident that each student will enjoy their learning experiences at Brook Academy.

In order to succeed, we aim to encourage every individual at our Academy to feel they are **INCLUDED** and develop **RESPECT** in themselves to aim higher, **RESPECT** and kindness to each other and their Academy, and to take responsibility for their decisions and actions to keep everyone safe. We aim to **NUTURE** the pupils, **PROMOTE** pupils' voices and **INNOVATE** the curriculum and experiences for the pupils to have the best possible outcomes.

We recognise that we are **ALL EQUAL** and deserve the very best. We recognise that we are **ALL DIFFERENT** in the ways we learn and interact. We recognise that we can **ALL ACHIEVE TOGETHER** as a community, as a student within the community and as a parent/carer.

## **Introduction**

The Admissions Policy is determined by 'The School Admissions Code' and 'The Admissions Appeals Code' written by the Department for Education (DfE). Both codes are available from <http://www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/school-admissions-codes-and-regulations>

Gloucestershire County Council commission all the places from whom referrals are prioritised.

## **Admissions Policy**

For a child to be admitted, the school must be named, by a local authority, in the child's Education Health Care Plan (EHCP). Brook Academy will work in partnership with local authorities and parents/carers to assess the suitability of a student's referral through the annual review process.

Brook Academy will organise pupils into classes according to need. We will specialise in providing high quality provision for students, primarily those with EHCPs for Social, Emotional Mental Health (SEMH) or those with some Speech, Language and Communication Needs (SLCN) from ages 11-16 years.

There is no fee payable by the parents/carers for their child to attend Brook Academy. The academy is unable to offer places to students whose families wish to pay such a fee.

## **Range of Provision**

Brook Academy will offer 80 places to pupils, range from 11-16 years, who have an EHCP primarily for Social, Emotional and Mental Health (SEMH) or some Speech Language and Communication Needs (SLCN).

## **Procedures and Protocol**

- All pupils admitted to Brook Academy have an Education Health Care Plan (EHCP).
- Learn@ MAT will receive formal requests for placements from local authorities. Brook Academy will consider each pupil on their individual merits and with reference to relevant legislation to ensure we can meet their needs as defined by the EHCP and that the Academy has the space, staffing, capacity and resources to accommodate the pupil within its existing operational organisation.

- Parents, carers, prospective pupils, their teachers and supporting professionals, are advised to visit the Academy and are welcome to do so by prior appointment.
- Brook Academy staff may visit the pupil's current school when considering consults or planning for transition and will be accompanied by support as necessary.
- Brook Academy will offer visits to the school and parents/carers are encouraged to visit prior to applying. Brook Academy will not comment on the appropriateness of the provision for the pupil during the visit, or the progress of any consults.
- The LA arranges transport in accordance with its own Home School Transport policy.
- An induction programme, appropriate to the individual child, will be drawn up to support transfer to Brook Academy. This may include:
  - visits by key staff between schools
  - additional visits/part-time placement to support move by child to Brook Academy
  - visits to coincide with mainstream secondary induction programme for Year 6

## **Transition**

Brook Academy understands that making transitions can be difficult for students with SEMH or SLCN or who have been excluded from their previous school. The priority we will place upon getting these transitions right, therefore, means all staff within Brook Academy are involved, from the Academy Leadership Team through to students. It requires building excellent links with external agencies and parents/carers. Brook Academy identifies two major periods of transition: transition into Brook Academy and transition from Brook Academy to life beyond.

Parents/carers and pupils will be invited to visit Brook Academy once an appropriate consult has been received from the Local Authority. The transition into Brook Academy will be tailored to the unique circumstances and needs of each pupil, recognising they may have had a period of non-attendance, poor engagement or anxiety around school that could impact effective and successful transition. Transition programmes will be planned and shared with parents/carers and pupils once placement at Brook Academy has been confirmed.