



## Admissions Policy

### Rationale

***'To ensure equality of opportunity and access to a high quality educational provision.'***

***The Local Authority is the 'Admitting Authority' and all student admissions will be considered fairly and equally.***

Admissions to special schools in Plymouth, including Brook Green Centre for Learning are determined by a Local Authority Single Multi Agency Panel (SMAP). The panel is made up of Head teachers and other professionals that are experienced at working with children with a variety of special needs. The panel considers all evidence submitted as well as family preference.

All students that attend Brook Green must have a Health and Care (EHC) Plan and have their primary need as being Cognition and Learning with associated Social, Emotional and Mental Health issues.

All enquiries regarding student spaces and requesting a place at any special school in Plymouth should be made directly to the Plymouth SEND 0 – 25 Team based at Ballard House.

### Visits

We welcome visits to the school by parents / carers who have been advised by professionals working with their child that a specialist provision maybe appropriate. Planned visits are scheduled half termly. All requests are to be made through our website via email.

### Aims

- Equal access for any student appropriately referred
- A planned admission
- A shared understanding of the student's needs, between parents, professionals, the school and the LA
- The school should not become over full nor have an excess of empty places
- The LA retains the status of 'Admitting Authority'

### Guidelines

- The young person is identified as needing a specialist provision
- The young persons name is put forward to the Single Multi Agency Panel for discussion / allocation if appropriate
- Parents / Carers are informed of the SMAP outcome by the LA and asked to contact the school if allocated a place
- The Head / Key Stage Lead / Behaviour Manager will arrange a meeting to discuss the admission of the young person to ensure a smooth entry into school

- The young person and parent / carer then visit prior to starting
- Parents are invited to spend time with staff to share information on their child
- As part of the admissions process all students and parents are required to sign the Brook Green Centre for Learning Home School Partnership.

This policy has been reviewed by the Headteacher in the Spring of 2024

Review date: Summer 2027



## HOME / SCHOOL AGREEMENT

**Purpose:** This agreement is to ensure that the school works in close partnership with the Parents/Carers and students for the benefit of each student's learning, well-being and achievement of potential.

### **Roles and Responsibilities of the Headteacher and Staff i.e. The School**

The school will endeavour to:

- Ensure the student achieves his / her potential through high standards of work and behaviour.
- Develop the student's sense of responsibility, self discipline, self esteem, confidence and independence.
- Encourage students to try their best at all times.
- Value each individual as a member of the school community.
- Provide a broad and balanced curriculum and provide for individual learning needs as specified in students' Statements of Special Educational Need / EHC Plan
- Listen and respond promptly to concerns.
- Care for students' safety, health and welfare.
- Provide relevant information about school matters.
- Provide information about student progress.
- Be open and welcoming and offer parents / carers the opportunity to become involved in the life of the school.
- Provide support to enable post-16 learning / employment / training.
- Please note in extreme circumstances we may have to use physical intervention with your son / daughter for their own and other's safety.

### **Roles and Responsibilities of the Parents/Carers:**

I / We will endeavour to:

- Ensure my child attends school every day on time and properly equipped e.g. with P.E. kit, home / school planner.
- Contact the school on the first day of absence and provide a note upon my child's return to school.
- Support the school's aims, policies and procedures.
- Support any learning set to be done at home.
- Attend meetings for my child in school e.g. parents / carers evenings, annual review of statements, medicals.
- Inform the school of any concerns or problems that may affect my child at school.
- Ensure my child wears the correct uniform.
- Not take holidays in term time.

- Encourage a healthy life style.

### **Responsibilities of the student**

I will do my best to:

- Work hard in all lessons to improve my learning.
- Be respectful and polite to everyone.
- Stay safe by behaving sensibly.
- Keep the school tidy and free of any damage.
- Follow a healthy lifestyle by eating and drinking sensibly and not taking illegal substances.
- Listen to advice given.
- Talk to people if I have a problem I need help with.
- Wear school uniform.
- Keep my mobile phone and MP3 or similar switched off in learning time.

Student: .....

Parent / Carer: .....

Headteacher:.....