



## 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 Windsor 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 Agreement.

Agreed by the Board of Governors on 26<sup>th</sup> March 2020.

Review date: Summer 2023



## 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:.....