

Beech Lodge

ADMISSIONS POLICY

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Beech Lodge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential

ADMISSIONS POLICY

Introduction

Beech Lodge School is an Independent Special School for pupils aged 7 to 18 years.

The aims of this policy are:

- to set selection criteria and procedures that are fair to all applicants. No applicant will be treated less favourably during the application process or during assessment on the grounds of their skin colour, race, ethnic or national origin, gender, gender reassignment, religious faith or belief, sexual orientation, socio-economic group, pregnancy and maternity, disability or special educational needs.
- to identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered here. Consideration will be given to whether the placement is compatible with the efficient education of other young people already attending the school, and the efficient use of resources, including adult support.
- to ensure compliance with the School's charitable purposes.
- to comply with the School's obligations under the Equality Act 2010.

This policy can be made available in larger print or more accessible format if required.

1 Aims

1.1 This is the admissions policy of Beech Lodge School.

1.2 The aims of this policy are as follows:

1.2.1 to set out the particulars of the School's policy on and arrangements for admission to the School;

1.2.2 to describe how the School identifies and admits children who will benefit from the education and other opportunities available at the School and who will contribute to and benefit from the ethos and activities of our School community;

- 1.2.3 To ensure compliance with the School's responsibilities under the Equality Act 2010. To set selection criteria and procedures that are fair to all applicants. No applicant will be treated less favourably during the application process or during assessment on the grounds of their skin colour, race, ethnic or national origin, gender, gender reassignment, religious faith or belief, sexual orientation, socio-economic group, pregnancy and maternity, disability or special educational needs.

2 **Vision**

- 2.1 To identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered here. Consideration will be given to whether the placement is compatible with the efficient education of other young people already attending the school, and the efficient use of resources, including adult support.

3 **Scope and application**

- 3.1 The procedures set out in this policy apply at each of the main points of entry to the School and also to candidates for occasional vacancies in any other year group.
- 3.2 The procedures set out in this policy do not apply to existing pupils who are progressing through the School.
- 3.3 The applicant is of appropriate age and maturity
- 3.4 The School can adequately cater for and meet the needs of any disability and/or special educational needs.
- 3.5 The School has the trust and confidence of parents/carers and can rely on their reasonable cooperation.
- 3.6 Parents/ Local Authorities/ Social Care must provide all material information to facilitate a reliable assessment of need.
- 3.7 Places are offered on the basis that we have assessed that the pupil's needs can be met at the time of entry.
- 3.8 Needs are assessed on the basis of information made available to the school at the time of assessment.
- 3.9 Assessments made on the basis of incomplete or inaccurate information jeopardise the pupil's place[ment].

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- 3.10 Places are offered on the basis that the school can expect a relationship of trust and confidence with parents/carers/ Local Authorities which entails reasonable behaviour and conduct towards the school and its staff at all times, including reasonable cooperation on matters relating to their child's education and care.
- 3.11 For pupils being placed through Local Authorities, Parents attention has been/will be drawn to the admissions and behaviour policy in particular.
- 3.12 Parents and the LA must provide all material information to facilitate a reliable assessment of need.
- 3.13 Admission to the School is at the Head's discretion. The acceptance of Beech Lodge School policies apply to all placements.

The views of the young person and parent/carer are important factors within all admission decisions. Student voice and parental preference is considered subject to our provision being appropriate for the age, ability, aptitude and special educational needs of the young person. Therefore, before admission to Beech Lodge School, we ensure that:

- a) The school's context is in line with the young person's views and aspirations as set out in their EHCP
- b) The views of the young person are, as far as possible, expressed and evidenced within the EHCP and indicate a positive preference for a change to their current type of provision
- c) We are satisfied that the parents/carers are supportive of their young person's placement at The Beech Lodge School, and in particular, that they are happy to adhere to all policies and procedures in place.

4 **Regulatory framework**

- 4.1 This policy has been prepared to meet the School's responsibilities under:
 - 4.1.1 Education (Independent School Standards) Regulations 2014;
 - 4.1.2 School Attendance (Pupil Registration) (England) Regulations 2024;
 - 4.1.3 Education and Skills Act 2008;
 - 4.1.4 Childcare Act 2006;
 - 4.1.5 Equality Act 2010;
 - 4.1.6 Immigration Rules HCE95;
 - 4.1.7 Data Protection Act 2018 and UK Data Protection Regulation (UK GDPR); and
 - 4.1.8 SEND Code of practice: 0 to 25 years (DfE and Department of Health and Social Care, January 2015. Last updated April 2020).

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- 4.2 This policy has regard to the following guidance and advice:
- 4.2.1 **Children missing education (DfE, September 2016)**; and
 - 4.2.2 Working together to improve school attendance (DfE, August 2024).

5 **Publication and availability**

- 5.1 This policy is published on the School website.
- 5.2 This policy is available in hard copy, on request, from the School office.
- 5.3 This policy can be made available in large print or other accessible format if required.



6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Lucy Barnes	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Daniel Gillespie	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the UK GDPR	School Administrations	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Daniel Gillespie	As required, and at least annually
Formal review	Proprietor	As required, and at least every two years

7 Equality, diversity and disability

- 7.1 All candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, sex or marital or civil partnership status.
- 7.2 The School is inclusive and welcomes applicants with disabilities and special educational needs. The school will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

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- 7.3 Parents of a child who has any disability or special educational needs should provide the School with full details on registration. The School needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the School.
- 7.4 The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. The School will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the child should an offer of a place be made.

8 Procedures

- 8.1 Prospective parents can contact the School via email admin@beechlodeschool.co.uk, or via telephone 01628879384
- 8.2 To register for a place, parents are required to complete a pre admissions form which is available upon request.
- 8.3 **Entry points:** The following procedures apply at each of the main points of entry (September) and also to candidates for occasional vacancies in any other year group.
- 8.4 **Admissions procedure:** The School's admission procedure has two elements:
- 8.4.1 Pupils may enter the school at any age, from key stage 2, providing that there is a space in the appropriate class.
- 8.4.2 Where applicable, parents are asked to register their child by completing the pre-application form and sending any relevant paperwork. This does not constitute an offer or guarantee of a place at the school..
- 8.4.3 Headteacher, SLT, and/ or SENCO meets with parents/ carers, considerations of reports from external professionals, such as therapists and Educational Psychologists (parents warrant that all material information has been provided)
- 8.4.4 Visit to the child in their current setting, if placed, and discussion with school staff.
- 8.4.5 Visit or trial visit to Beech Lodge if appropriate
- 8.4.6 A conditional offer of a place may be made. Any conditions of an offer of a place will be set out in the offer letter. An offer of a place will not be confirmed until satisfaction of any conditions of entry.
- 8.4.7 Where applicable, parents accept a place by completing the Form of Acceptance

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8.4.8 For Local Authority Funded Places

- 8.4.9 Local Authorities are asked to note the contents of Beech Lodge School policies and the relevant assumptions which are made in offering a place as well as the specific obligations of parents.
- 8.4.10 Receipt of a consultation request and consideration of an EHCP and associated reports. If it is felt that Beech Lodge may be a suitable setting and can meet the needs of the young person, the local authority will be notified that the parents will be contacted to meet to discuss further.
- 8.4.11 Headteacher, SLT, and/ or SENCO meets with parents/ carers
- 8.4.12 Visit to the child in their current setting, if placed, and discussion with school staff. If it is felt that Beech Lodge can meet the needs of the child, and there is a space in an appropriate class, contact is made with the Local Authority.
- 8.4.13 Visit or trial visit to Beech Lodge if appropriate
- 8.4.14 A conditional offer of a place may be made. Any conditions of an offer of a place will be set out in the offer later. An offer of a place will not be confirmed until satisfaction of any conditions of entry.
- 8.4.15 The Local Authority accepts a place by confirming in writing acceptance of our Terms and Conditions and Fee Schedule.

9 Admissions criteria

- 9.1 The selection criteria for entry to the school in any year is fair to all applicants and entails:
 - 9.1.1 Consideration of existing professional and school reports by the Headteacher of Beech Lodge School and where relevant, Educational Psychology reports and other relevant professionals.
 - 9.1.2 A meeting with the child's parents/ carers
 - 9.1.3 Observation in the child's current setting, if placed, and discussion with school staff verifying the child's immigration status and nationality if applicable,
 - 9.1.4 A meeting with the school Head/ SLT/ SENCO to ensure the applicant has the potential to contribute and benefit from school life and educational opportunities offered by the school.
 - 9.1.5 A visit and/or trial period at Beech Lodge (usually up to half a day)
- 9.2 We reserve the right to restrict the offer of places to children who we feel can benefit from the broad and varied curriculum offered and make a positive contribution to the School community.

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- 9.3 All candidates must have the legal right to live and study in the UK.
- 9.4 It is assumed that pupils will automatically progress through the School, subject to them meeting the required standards of behaviour and progress.

10 Training

- 10.1 The School ensures that guidance and training is arranged for those who are responsible for maintaining the Admission Register.
- 10.2 The level and frequency of training depends on role of the individual member of staff.

11 Record keeping and confidentiality

- 11.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 11.2 A confidential admissions record will be kept for each candidate.
- 11.3 The School will provide specific pupil information on request to the Secretary of State, or the local authority who may wish to examine and take extracts of registers for schools in their area.

11.4 Admission register

In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2024 for pupils admitted to the School, the School will:

- 11.4.1 maintain an admission register (sometimes referred to as the school roll); and
- 11.4.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points
- 11.4.3 enter the names of all pupils (both compulsory and non-compulsory school age) on the admission register, as well as other required contents set out in Chapter 7 of the guidance;
- 11.4.4 keep the admission register electronically, backed up at least monthly. A printout should be done at least termly, and kept securely by the School;
- 11.4.5 preserve every entry for six years;
- 11.4.6 only delete a pupil's name from the admission register for a reason set out in the guidance.

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11.5 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's Data Protection Policy and Information Security Policy.

12 **Version control**

Date of adoption of this policy	August 2024
Date of last review of this policy	August 2024
Date for next review of this policy	Spring 2026
Policy owner (School)	Beech Lodge School

