

The Birches Specialist Support School Admissions Policy



Date Reviewed: October 2018

Reviewed by: A Lucy HLTA

Signed:
On behalf of the Governors

Signed:
Head teacher

Date of next review: October 2019

THE BIRCHES SCHOOL SPECIALIST SUPPORT SCHOOL ADMISSIONS POLICY

INTRODUCTION

The Birches is a specialist support school for central Manchester district. We cater for children with a wide range of special educational needs including severe learning difficulties, profound multiple learning difficulties, pupils with complex medical difficulties, pupils with ASC and pupils with additional needs.

REFERRAL

Pupils are referred to The Birches in a variety of ways. Some come to us from Special Schools, other Local Authorities, International arrivals or from mainstream schools. Pupils may or may not have been assessed or have an EHCP (Education, Health and Care Plan) on arrival. Some may come from other schools because it is felt that their educational needs can be better met at The Birches than in their present school.

Occasionally a pupil is admitted for assessment purposes or is out of education.

Parent/Carers are given the opportunity to visit schools prior to agreement about their child's placement. So whether a child is coming to The Birches for assessment or following assessment, a visit will be arranged for parent/carers to look around the school, meet the HLTA for admissions and some of the staff and ask questions about what the school has to offer their child. Further visits can be arranged if parent/carers wish to have another look.

A member of the SLT will visit a child in their current educational or home setting and inform the decision making process regarding appropriateness of placement.

ADMISSIONS

Admission to The Birches School is determined by the Local Authority in consultation with the parents/carers and the head teacher.

For further information regarding the Local Authorities advice and guidance on school admissions please use the following link.

http://www.manchester.gov.uk/info/705/school_admissions/6589/applying_for_a_primary_school_place/4

Policy Information and Review

Review frequency: annually

Date	Version	Changes made	By whom (name and role)	Due date for next review	Reviewed & Ratified by Govs. (sign and date)
Spring 2016	3	V3 to v4	SLT	Spring 2018	
25/04/18	4	Change HT to HLTA for parent/carer visits to school	Angela Lucy HLTA	April 2019	
July 2018		<i>06/07/18 The Policy Ratification Committee has met and requested that all current statutory policies are ratified for one year only whilst an appropriate cycle of ratification is implemented. Policies will then be approved for their full length of term either through the Full Governing Body or one of the committees following an agreed plan of ratification.</i>			
October 2018	4	Dates changed for ratification purposes – policy is the same just the dates altered	F Shah DHT	October 2019	