

Admissions Policy



RIVERSIDE BRIDGE SCHOOL

'EXCELLENCE FOR ALL'



Partnership Learning

Ratified by Governors: May 2022

To be reviewed: May 2025



Riverside Bridge School

ADMISSIONS POLICY

Review Frequency: Every three years

Date of ratification: May 2022

Date next review due: May 2025

Scope of Policy: This policy applies to all staff, students, governors and volunteers at Riverside Bridge School

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1.0 INTRODUCTION

1.1 Riverside Bridge School is an all aged special school catering for pupils with severe, profound and complex learning disabilities between the ages of 4-16. The school is a designated free school/academy and is controlled by the Partnership Learning Trust. The admissions policy has been drawn up in order to ensure that children with severe, profound and complex needs are admitted in a systematic efficient manner and that placement is made with confidence that the school can meet the special educational needs of each pupil.

2.0 PRINCIPLES

2.1 The admissions authority for the school is that of local authority SEN admissions/placement teams.

2.2 The school admissions policy conforms to that of the DFE Special Educational Needs Code of Practice 2015.

2.3 The Equality Act 2010 prohibits schools from discriminating against disabled children in respect of admissions for a reason related to their disability.

2.4 The school expects that all pupils referred to them for admission will have severe, profound or complex learning disability. In addition to a learning difficulty the child may also have other needs including:

- Sensory Impairment
- Physical disability
- Autism
- Communication difficulties

2.5 Admission to Riverside Bridge School is when the school is the named educational provision recorded in a pupils Education, Health and Social care plan (EHC).

2.6 The Local Authority will provide the school with any reports, assessments or documents relating to the child. The school will not be expected to consider the suitability of a request for admission without receiving all relevant paperwork outlining the child's needs.

2.7 Riverside Bridge School will agree to be the named school in a pupil's final EHC plan, except where we feel the following conditions may apply:

- The school cannot meet the child's SEND needs;
- The placement would be an inefficient use of resources;
- The placement would be incompatible with the efficient education of the other children with whom the child will be educated

3.0 ASSESSMENT PLACEMENTS

3.1 The governors of Riverside Bridge School recognise that it is not always possible when pupils are very young or new to the country to determine their level of special educational health and social care needs. Where necessary a Local Authority may request the school admit a pupil for a period of assessment in order for the child's needs to be determined. If this is the case the school will produce a report in the timescales determined to inform the content of the EHC plan. This report will conform to The Special Educational Needs Code of Practice 2015.

4.0 ADMISSIONS PROCEDURES

- 4.1 Parents/Carers of prospective pupils are welcomed to arrange a visit of the school. A visit does not constitute as acceptance of placement at Riverside Bridge School.
- 4.2 Parents/Carers of prospective pupils are invited to request a School Prospectus to review what Riverside Bridge School is able to offer our pupils.
- 4.3 Parents/Carers of children wanting consideration to attend Riverside Bridge School must be processed via London Borough of Barking and Dagenham (LBBD) EHC team.
- 4.4 Any children wishing to be considered from outside of LBBD need to make contact with the EHC team in the first instance. Where Riverside Bridge School is named to any 'out of borough' pupils the referring authority accepts financial responsibility for the placement funding alongside 'top up' funding of the place plus 5% administration fee from the date of admission.
- 4.5 All placement consultations must be processed via London Borough of Barking and Dagenham EHC Team. Riverside Bridge School will not accept any 'out of borough' consultations directly.
- 4.6 Riverside Bridge School will receive a formal consultation from the LBBD EHC team with all the supporting paperwork.
- 4.7 Riverside Bridge School will assess the supporting paperwork to make an initial decision. Riverside Bridge School staff will make arrangements with child's current school to visit the pupil for an observation and discussion about the pupil's needs and abilities.
- 4.8 The Senior Leadership Team will enter a discussion to see if:
 - the child's needs can be met within Riverside Bridge School and
 - if there is currently a space within a relevant class to meet the child's needs and abilities.
- 4.9 Riverside Bridge School will then notify the LBBD EHC team of their decision in writing within 10 days of the consultation being received.
- 4.10 Where the outcome response to the consult is positive, the EHC team will make contact with the parents/carers and the current setting to advise them of the outcome.
- 4.11 Riverside Bridge School will then make contact with the parents/carers to arrange a home visit to gather more information around the pupil. This usually takes place with the class teacher and the AHT for the pathway.
- 4.12 Riverside Bridge School will provide parents with a new starter pack, which includes information about the school, how to apply for transport, how to apply for free school meals (if applicable), uniform details and documents such as emergency contact forms, permission forms, medication forms etc. for the parents/carers to return to school before the pupil is given a start date.
- 4.13 Once all paperwork is completed and returned to Riverside Bridge School, we will contact the parents/carers and advise them of a start date.
- 4.14 Where the outcome response to the consult is negative, the EHC team will make contact with the parent/carers.

4.15 Children will not be admitted into school unless the documentation has been received.