

Beech Lodge

ADMISSIONS POLICY

| | |
|--------------|-------------|
| Author | Lucy Barnes |
| Last updated | March 2022 |
| Update due | March 2025 |

Beech Lodge School, Stubbings Lane, Maidenhead SL6 6QL

01628 879384 · info@beechlodgeschool.co.uk · www.beechlodgeschool.co.uk

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.

Conditions of Admission

It is a condition for admission that:-

- all applicants meet the selection criteria for admission
- any conditions of entry to the School are fulfilled
- the School receives payment of an Acceptance Deposit where applicable
- the applicant is of appropriate age and maturity
- the School can adequately cater for and meet the needs of any disability and/or special educational needs.
- the School has the trust and confidence of parents/carers and can rely on their reasonable cooperation.

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

- Parents/ Local Authorities/ Social Care must provide all material information to facilitate a reliable assessment of need.
- Places are offered on the basis that we have assessed that the pupil's needs can be met at the time of entry.
- Needs are assessed on the basis of information made available to the school at the time of assessment.
- Assessments made on the basis of incomplete or inaccurate information jeopardise the pupil's place[ment].

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.

- For pupils being placed through Local Authorities, Parents attention has been/will be drawn to the admissions and behaviour policy in particular.
- Parents and the LA must provide all material information to facilitate a reliable assessment of need.

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.

Selection

The selection criteria for entry to the School in to any Year is fair to all applicants and entails:-

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

- Consideration of existing professional and school reports by the Headteacher of Beech Lodge School and where relevant, the school's Educational Psychologist, and other relevant professionals
- A meeting with the child's parent/carers
- Observation in the child's current setting and discussion with school staff
- An interview with the Head to ensure the applicant has the potential to contribute and benefit from School life and educational opportunities offered by the School
- A trial period at Beech Lodge (usually half a day)

Admissions procedure

Pupils may enter the School at any age and at different times of the year providing there is a space in the appropriate class

Parents are invited to visit the School and meet with the Head if they are interested in applying for a place at the School.

The admissions procedure is then as follows:

For parent/s carers who will be self-funding

- Where applicable parents are asked to register their child by completing the Pre-Application form, Registration Form and paying a non-refundable registration fee. This does not constitute an offer or guarantee of a place at the School.
- Headteacher meets with parents/carers, consideration of reports from external professionals such as Educational Psychologist (parents warrant that all material information has been provided)
- Visit to the child in their current setting and discussion with school staff
- Trial visit/s to Beech Lodge
- 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.
- Where applicable, parents accept a place by completing the Form of Acceptance and paying an Acceptance Deposit.

For Local Authority Funded Places

- 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.

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

- Receipt of Consultation Request and consideration of EHCP and associated reports. If it is felt that Beech Lodge may be a suitable setting and can meet the young person's needs, the Local Authority will be notified that the parents will be contacted to meet to discuss further.
- Headteacher meets with parents and carers
- Visit to observe the child in their current setting and discussion with school staff. If it is felt that Beech Lodge can meet the child's needs and there is a space in an appropriate class, contact is made with the Local Authority.
- Draft fee proposal submitted to the Local Authority
- Trial Visit to Beech Lodge
- 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.
- The Local Authority accepts a place by confirming in writing acceptance of our Terms and Conditions and Fee Schedule

Special Needs and Disabilities

The School welcomes all applicants and will comply with the Equality Act 2010. The School will do all that is reasonable so that it may accommodate the needs of disabled applicants.

The School will do all that is reasonable to ensure the application procedure (and any information about the School) is accessible for disabled applicants and will make all reasonable adjustments.

Parents/Carers/Local Authorities must inform the School when submitting a Registration Form or where contacted in connection with a proposed EHCP placement request of any special circumstances relating to their child which may affect their child's performance in the admissions process and ability to fully participate in the education provided by the School. Parents/Carers/Local Authorities are required to provide all material information to support an effective assessment of eligibility for admission and of support requirements should a place be offered.

Parents may be invited to a preliminary meeting with the Head to discuss how the applicant can be supported during the admissions process and or to explore support needs should an offer of a place be made. This is to ensure that the School can meet the applicant's needs and that it will be in their best interests to be offered a place.

The School may request further information, such as a medical certificate or educational psychologist's report, and any associated correspondence from the pupil's current school that the School considers necessary to make a fair assessment. Full and timely cooperation is required from parents and or the local authority at all times.

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

If, after reasonable adjustments have been considered, the School is unable to adequately cater for the needs of those children with disabilities, the individual/s who have made the enquiry for a school place will be informed why an offer will not be made.

If an applicant's disability only becomes apparent after admission, the School will consult with parents/carers/Local Authorities about what reasonable adjustments, if any, can be made in order to allow the child to continue at the School. If, after reasonable adjustments have been considered, the School is unable to adequately cater for and meet the needs of the pupil, the Head may request parents to withdraw their child or the School may terminate the placement, as applicable.

Bursaries

Means-tested Bursaries are available which represent a discount of up to 25% of the school fees. Bursaries are offered for pupils whose parents have limited means. Any award of a Bursary is subject to an evaluation and annual review by the Proprietor and may be varied upwards or downwards depending on individual parents' circumstances. Every award of a Bursary is at the discretion of the Proprietor.

