



Admissions Policy

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| Author | W Yeo | Source | New |
| Date | June 2021 | Review | June 2022 |
| Review Body | Trust Board | Status | Statutory |

Ratification

| Role | Name | Date |
|-------------------------|--------------------|------|
| Chair of Trustees | Richard Penska | |
| Chief Executive Officer | Kaye Palmer-Greene | |

Details of Policy Updates

| Date | Details |
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Introduction

North Star 82^o and North Star 240^o are co-educational special schools with provision for pupils experiencing Social, Emotional and Mental Health Needs. North Star 82^o has a pan of 62 and takes pupils of from Year 2 to Year 6. North Star 240^o has a pan of 80 and takes pupils of from Year 7 to Year 11. The schools offer a modified national curriculum, along with specialist interventions that meet the SEN needs of the pupils. Staff ratios are 1:4 and smaller group sizes allow for a more personalised provision that allows pupils to engage with relevant areas of the national curriculum. Pupils live across the city as well as in neighbouring local authorities. The schools aim to meet pupil EHCP targets, prepare pupils for their next stage of education and for adult life.

The Admissions Policy is determined by 'The School Admissions Code' and 'The Admissions Appeals Code' written by the Department for Education (DfE). Both codes are available from <http://www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/school-admissions-codes-and-regulations>.

Procedures and Protocol

- For further information on the process for obtaining a place here parents should contact their Local Authority SEN department or visit the authority's Local Offer webpages.
Parents wishing their children to benefit from our provision should ask their local authority to name our school in their child's EHCP. The EHCP will specify Social, Emotional and Mental Health as its primary need.
- For a child to be admitted the school must be named, following consultation with the local authority, in the child's education health and care plan (EHCP).
- The school will admit pupils in line with its legal responsibilities, the SEN and Disability (SEND) Code of Practice and data protection rules.
- The school will receive formal requests for placements directly from local authorities. Local Authorities outside of Bristol should simultaneously consult with Bristol SEN department.
- The Senior Leadership Team (on behalf of the Trust members) will consider each prospective pupil on their individual needs and with reference to relevant legislation. Through consultation with the Local Authority we will ensure we can meet their needs as defined by the EHCP and that the school has the space, staffing, capacity and resources to accommodate the pupil within its existing operational organisation. This may include discussion with current providers as well as visits to the pupil in their school setting.
- Where the pupil's needs can be met the school will negotiate with the relevant Local Authority to agree funding that will be required to support the outlined provision. Following agreement, the pupil will be admitted into the school.
- Where assessment of needs are outstanding the school will consider offering a place after these have been completed and needs have been established.

- Both schools are unable to admit siblings.
- Where there is more than one consultation for a single space its allocation will be based on the pupil's special educational need and our abilities to meet these.
- Where a pupil's needs change or are not as described in the EHCP the school will work with the local authority to re-assess their needs.
- Parents, carers, prospective pupils, their teachers and supporting professionals are advised to and are welcome to visit the school by prior appointment.
- The school will offer taster visits and an individually negotiated induction package relevant to the individual pupil needs.
- If the Trust Board in partnership with the SLT team decide the school cannot meet the child's needs the authority is advised the reasons for this decision in a form that can be shared with parents/carers.

Monitoring and Reviewing

This policy will be monitored by the Senior Leadership Team, SENCO and the Trust Board.

It will be formally reviewed annually by the Senior Leadership Team and the Trust Board.

Linked Policies

- Equal opportunities
- Information sharing
- Complaints procedure
- Safeguarding policy