



Admissions Policy

Author	W Yeo / R Dickins	Source	New
Date	December 2021	Review	December 2022
Review Body	Trust Board	Status	Statutory

Ratification

Role	Name	Date
Trust Board	Richard Penska	16/12/2021
Chief Executive Officer	Kaye Palmer-Greene	16/12/2021

Details of Policy Updates

Date	Details

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 (SEMH). North Star 82^o has a published admission number (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 from Year 7 to Year 11. The schools offer a modified national curriculum, along with specialist interventions that meet the special educational 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 pupils' Education, Health and Care Plan (EHCP) targets and to prepare pupils for their next stage of education and 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 SEMH as its primary need.
- North Star Academy Trust will not be able to accept consults for the following needs; Mild Learning Difficulties (MLD), Severe Learning Difficulties (SLD), some Specific Learning Difficulties (SpLD), Physical Disability (PD) and Autism (ASC/ASD).
- For a child to be admitted the school must be named following an Annual Review at their current setting and consultation with the local authority where the child's EHCP will be amended.
- The school will admit pupils in line with its legal responsibilities, the SEN and Disability (SEND) Code of Practice 2015 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 (SLT), 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 or a visit to North Star by the pupil.

- 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 is outstanding, the school will consider offering a place after these have been completed and needs have been established.
- Schools within the Trust are unable to admit siblings.
- Where there is more than one consultation for a single space, its allocation will be decided at a Placement Panel Meeting held by the local authority.
- 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 admission visits and an individually negotiated induction package relevant to the individual pupil needs.
- Consults will need to include the past 3 years attendance certificates. In cases of persistent absence, a transitional package and costings must be agreed before consult is accepted.
- If the Trust Board in partnership with SLT decide the school cannot meet the child's needs, the authority is advised the reasons for this decision via a consult reply form that can be shared with parents/carers.

Monitoring and Reviewing

This policy will be monitored by the SLT, the Special Educational Needs Co-ordinator (SENCO) and the Trust Board.

It will be formally reviewed annually by the SLT and the Trust Board.

Linked Policies

Other school policies and further information can be found in the following policies:

- Equal Opportunities
- Information Sharing
- Complaints Procedure
- Safeguarding Policy