

Burstow Park School

Admissions Policy

Placement Process

All students admitted to Burstow Park School must have an identified SEMH need in order to meet the criteria. Where an Education, Health and Care Plan is already in place, the SEMH need must be identified within the EHCP. In the absence of an EHCP, and as the placement progresses, it is sometimes the case that the student's current and future education needs would be best met with an EHCP in place in order for them to maximise their current and future learning potential. At this point it will be an expectation that the Local Authority will work collaboratively with the SENCO to get the necessary assessments underway. This process is likely to require additional funding from the Local Authority. Similarly, once the EHCP is in place, any additional resources identified may also require additional funding from the Local Authority.

At times, intervention from CAMHS becomes an identified need after placement. Again Burstow Park School will consult with the Local Authority in seeking to put this in place. Therapy can take place in the school in a quiet room where 1:1 sessions are held.

All of our students have had previous placements, whether at primary or secondary level. These may have been within mainstream or specialist provisions, both within the maintained or independent sectors. Students are referred to us for admission consultations from various Local Authorities where their needs can no longer be met from within their current provision, or where they are not currently accessing any provision.

The Executive Head is sent admissions consultation documents for each student by the placing LA. These documents are very important, especially in the absence of an EHCP where a more detailed Social History and risk assessment may be requested from the Local Authority. These will be used to inform our matching process and our own risk assessments. Some students will have attachment disorders, often as a result of early years trauma, which not only impacts on learning but on behaviour and it is important that we fully understand not only the learning needs of the student and if they can be met at Burstow Park School but also that presenting behaviours can be safely managed.

The parents/carers and student are then invited to meet with the Head and/or make a visit to the school for a meeting with an allocated member of the Senior Leadership Team. All visits take place during the school day, allowing for parents/carers and student to be able to have a full experience of the School's learning environment. Students offer of placements are dependent on availability of places within an appropriate peer group and whether the student's needs can be met by the school. All decisions take into consideration not only the needs of the referred student but the needs of all other students already at the School. If all parties are in agreement that the placement is appropriate for the student, arrangements are made by the school and the LA for an agreed

admissions process and starting date. Admissions take place throughout the year, ideally at the start of each new term. Prior to starting, a Transition Plan is constructed between any existing provision/professional involved, the child and their family, and a member of the School's SLT. This ensures each student has the best chance of a successful move in to Burstow Park School.

Placement Review A review of the student's progress and placement suitability takes place between six to eight weeks after admission. This allows parents and school to assess whether the placement should be continued.

Transport to School Transport can be applied for where a child is eligible. This application can only be made by the child's parents. School is happy to offer support/guidance where required.