



# Admissions Arrangements Policy

Procedure Originator:	Senior Leadership Team
Approved By:	Headteacher
Date of Last Review:	January 2026
Next Review Date:	January 2027

## Brookhaven Statement of Provision

### Introductory statement

Brookhaven School is a provision for pupils with Autism and Speech, Language and Communication difficulties. The curriculum aims to prepare the pupils for happy and successful lives by developing their talents and raising their aspirations.

## Brookhaven School: Admissions Policy and Bury SEN Consultation Process

### Policy Statement

This policy outlines the admissions procedures for Brookhaven School, a specialist provision for pupils with Autism Spectrum Disorder (ASD) and/or Speech, Language and Communication Needs (SLCN), and details our engagement with the Bury Local Authority's (LA) SEN consultation process. This policy is aligned with the UK Special Educational Needs and Disability (SEND) Code of Practice.

### 1. Admissions to Brookhaven School

- **Eligibility:** Children are eligible for admission to Brookhaven School if they have an Education, Health and Care Plan (EHCP) that identifies ASD and/or SLCN as their primary needs and names Brookhaven School as the appropriate provision.
- **Age Range and Maximum Intake:** Brookhaven School caters for students aged 11-16, with an intake of up to 90 students.
- **Referral Pathway:** All pupils are referred to Brookhaven School by the Bury Local Authority. Parents/carers cannot directly apply for a place.
- **Typical Point of Entry:** The majority of students typically join Brookhaven School in Year 7, transitioning from mainstream primary schools or resource provisions. However, in-year transfers of students experiencing difficulties in mainstream high schools may also be considered via LA referral.

### 2. The Bury Local Authority SEN Consultation Process

- **LA Responsibility:** The Bury Local Authority is responsible for all admissions to Brookhaven School. Before formally naming

Brookhaven School in a child's EHCP, the LA must consult with the school.

- **Brookhaven School's Role in Consultation:** During the consultation process initiated by the Bury LA, Brookhaven School will undertake a comprehensive assessment of the child's needs in collaboration with the LA. This assessment will involve a review of the child's EHCP and supporting documentation, and may include observations, meetings with parents/carers and previous educational settings, and potentially direct interaction with the child as appropriate.
- **Specialist Provision Assessment:** This assessment of need will focus on determining whether Brookhaven School's specialist provision, expertise in ASD and SLCN, and overall environment are suitable to meet the child's identified needs and support their educational progress and well-being.
- **Information Sharing:** Brookhaven School will share relevant information and assessment outcomes with the Bury LA to inform their decision-making process regarding the most appropriate educational placement for the child, in line with our Information Sharing Policy.

### 3. Admissions Process (Managed by Bury LA)

- **Local Authority Admissions Policy:** For detailed information regarding the Bury Local Authority's admissions policy and procedures for special schools, please contact:
- **Address:** Knowsley Place, 3 Duke Street, Bury, BL9 0EJ
- **Tel:** 0161 253 6474
- **Email:** admissions@bury.gov.uk
- **Applications and In-Year Transfers:** Applications for new admissions or in-year transfers are managed directly by the Bury LA. Please follow the link provided in our Statement of Provision (Bury Admissions) or contact the Bury SEN Team at 0161 253 5000 for further guidance.

### 4. Further Information

- This Admissions Policy should be read in conjunction with Brookhaven School's Statement of Provision and other relevant school policies, which can be found at <https://www.shaw->

[education.org.uk/our-trust/our-policies.html](https://www.shaw-education.org.uk/our-trust/our-policies.html). These policies provide further detail on our commitment to equal opportunities and other key aspects of our provision.

- This policy will be reviewed annually to ensure it remains accurate and reflects current legislation and best practice in SEND admissions and consultation.

Other school policies and further information can be found via these links:

- Equal opportunities
- Information sharing
- The curriculum
- complaints procedure,
- safeguarding policy; etc.

<https://www.shaw-education.org.uk/our-trust/our-policies.html>