



## Admissions Policy

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N Toplass	April 2020	May 2020	April 2021

## **1) Introduction**

Shenstone Lodge School is a residential special school for students with social, emotional and mental health issues. It is based across two sites. The Brades Lodge Site is in Tividale, West Midlands and Shenstone Lodge School, which supports a small 4 day, term time residential provision is near Lichfield, Staffordshire.

The number of places across the school is determined by Sandwell Local Authority on an annual basis.

Shenstone Lodge site is predominantly a primary age provision but accommodates a small KS 3, Year 7 group for specific students identified by the school. The Brades Lodge site is a secondary provision educating Y7 –Y11 students.

All students have an Education, Health and Care Plan, with the primary presenting need being Social, Emotional and/or Mental Health Difficulties.

## **2) Admission Criteria**

To be considered for admission, students will have an Education, Health and Care Plan, which identifies Social, Emotional and Mental Health issues as the primary presenting need. It should also be noted that a small number of students may have other needs identified which present alongside the SEMH issues, these may include:

- (a) Moderate Learning Difficulties
- (b) ADHD, ODD etc...
- (c) Communication and cognitive needs

## **3) Referrals**

Referrals are made to the school through the Sandwell SEN team. This department of the LA supplies information about the student to the school. Parents and Carers are offered the opportunity to visit the school with their child and to discuss the provision that the school offers with a senior staff member.

Any independent approach to the school will be referred to Sandwell SEN team.

A place will be offered by the LA, provided that the school is able to meet the needs of the child, as specified in the Education, Health and Care Plan unless the admission of the student would be incompatible with the efficient education of others, and the efficient use of resources.

If the student is from a different Local Authority then arrangements for the payment of the place will be made accordingly by the school, Sandwell MBC and the placing Authority.

Once the place has been confirmed the school will arrange a home visit, when convenient, so that Parents and Carers can provide school with any important information that will support the child's admission.

Prior to admission all Parents/Carers are asked to sign the Home School Agreement, which sets out what Parents/Carers and School expect of each other.

Parents/Carers have the right to appeal to the SEN tribunal if they disagree with any placement made by the LA.

#### 4) Procedure

- a) Placement requests from the SEN Dept will be made following a caseworker meeting. Requests to the school consist of:
  - i. An Education Health and Care Plan (and Appendices)
  - ii. Relevant Observation notes made by other agencies
  - iii. Reports from EP or other involved agencies
  - iv. Last Annual Review
  - v. A standard request letter
- b) Requests will go to the Head of School who will discuss the placement, if appropriate, with the Executive Head Teacher. The Head of School will contact the placement caseworker within 15 days of receipt of papers with a response.
- c) The caseworker will 'broker' arrangements for Parents/Carers to make a visit to the school
- d) The outcome of the visit will be communicated to the caseworker by the Head of School. The Parents/Carers will be contacted by the caseworker/school to either confirm the offer of a place or, if the school is not considered appropriate, discuss an alternative placement. The Local Authority (LA) will liaise with Parents/Carers accordingly.
- e) A start date will be arranged with the school and a confirmation letter will be sent to Parents/Carers by the LA and copied to the school. A bus pass may be issued or home transport will then be arranged if appropriate.
- f) Any subsequent visits will be for Shenstone Lodge and The Brades Lodge Schools to arrange. Any Parent/Carer that has responsibility for the child will also be given the opportunity to visit the school unless there are any legal reasons why they shouldn't.
- g) The SEN team will amend and finalise the Education, Health and Care Plan to name Shenstone Lodge School with the usual monitoring arrangements