



Admissions Policy

Author	Written / Reviewed	Next Review
N Toplass	Jun 2023	Sept 2024

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 planned 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 KS3, Year 7 group. 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.

Admission Criteria

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

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

Referrals

Referrals are made to the school through the Sandwell SEN team or other Local Authority SEN teams. The referring LA will provide the school with a copy of the child's Education, Health and Care Plan. We will review the plan to determine if we are able to meet the student's needs.

It may be appropriate at this point for Parents and Carers to visit the school with their child to discuss our offer and inform their placement choice.

Parents and Carers that approach the school independently will be advised to liaise with their Local Authority SEN team, and will only be afforded a visit if there is a likelihood of a referral being made.

If the school is able to meet a child's needs, as specified in the Education, Health and Care Plan, a place will be offered by the school to the referring LA who will confirm this with the Parent/Carer.

A child will not be admitted to the school if we are unable to meet the needs as set out in the Education, Health and Care Plan or the admission of the child would be incompatible with the 'efficient education' of others, and the 'efficient use of resources'.

In the event of 'over subscription' it is likely that any refusal would be linked to the school's ability to efficiently educate others or to use resources effectively.

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, so that Parents and Carers can provide school with any important information that will support the child's admission and integration.

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.

Summary of Procedure

- a) Placement requests from the SEN Department will be made as a result of a decision taken by the appropriate placement panel. 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 potential placement with the relevant school staff and, if appropriate, with the Executive Head Teacher. The Head of School will contact the placement officer within 15 days of receipt of papers with a response.
- c) The placement officer will 'broker' arrangements for Parents/Carers to make a visit to the school if necessary
- d) The outcome of the visit will be communicated to the placement officer by the Head of School. The placing Local Authority (LA) will liaise with Parents/Carers accordingly to either confirm or reject the offer of a place.
- 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 SEND team will amend and finalise the Education, Health and Care Plan to name Shenstone Lodge School as the agreed provision with the usual monitoring arrangements

ADMISSION APPEALS :

The school will follow the statutory guidance as set out by the DfE .

The school will ensure that any appeal

- a) includes a deadline for lodging appeals which allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
- b) ensures that appellants receive at least 10 school days' notice of their appeal hearing;
- c) includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties;
- d) ensures that decision letters are sent within five school days of the hearing wherever possible.

Appeals lodged by the appropriate deadlines should be heard within the following timescales:

for applications made, appeals **must** be heard within 40 school days of the appeal

<https://www.gov.uk/government/publications/school-admissions-appeals-code>