



Braidwood School

Respect, Honesty, Effort

Admissions policy

2022-2023

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Discussions at the annual review of the child's Education and Health Care Plan (EHCP) and visits to Braidwood should have taken place before the normal admission round began.

Your Local Authority will then consult the school to establish whether we are able to meet the young person's needs and whether it is appropriate to name Braidwood in the child's EHCP..

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the school is in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. The SEN department of your Local Authority will then consult the school to establish if we are able to meet the need and can be named in the child's EHCP.

5. Allocation of places

The Head Teacher has been delegated by Braidwood Governors to respond to applications for places at Braidwood, on whether the school is able to meet the learner's needs, In reaching a decision as to whether or not to admit a child the school the Head Teacher will consider the following factors:

a) what effect the admission would have on provision by the school in the current and following academic years i.e.

- the impact on the organisation and size of classes,
- the availability of teaching and support staff, and
- the effect on children already at the school and any additional support required.

(Costs for *one to one* support needs required by learners, for which Exceptional Special Needs funding is agreed, will be charged on an actual and rising cost basis. Full details of these costs will be available on request.)

b) whether any changes have been made to the school's physical accommodation or organisation since an admission number was agreed with Birmingham Local Authority;

You will receive an offer for a school place directly from your local authority.

6. Oversubscription

The school has an agreed overall allocated place number of 72 Deaf children with Education and Health Care Plans for the school.

6.1 Oversubscription criteria

If the school is not oversubscribed, all applicants whose primary Special Educational Need is Deafness, may be offered a place. In the event that the school receives more applications than the number of places it has available, the school will consult with Birmingham Local Authority requesting an increase in the agreed place number for the school.

6.2 Challenging behaviour

We will not normally refuse to admit a child on behavioural grounds. We will refuse admission in certain cases where clearly Deafness is not the child's primary SEND and that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer.

The specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

6.3 Fair Access Protocol

We participate in Birmingham's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round through their Local Authority's SEND department, who will consult with the school as to whether we can meet their needs.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.1 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must contact your Local Authority SEN department.

9. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- The child's Education and Health Care Plan (EHCP)
- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The head teacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

10. Monitoring arrangements

This policy will be reviewed and approved by the Governing Body every year.