



Cambian Brook View School

Admissions Policy

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1. Introduction

The purpose of this policy is to ensure that Cambian Brook View School make accurate provision for children and young people with appropriately designated needs, in compliance with legal and moral obligations. It aims to prevent inaccurate placements and ensure that all involved in seeking and administering placements fully understand the admission process, promoting fairness and clarity for all stakeholders.

Cambian Brook View School is a school for pupils aged 8 to 18.

Cambian Brook View School admit pupils with a primary diagnosis of Autism Spectrum Disorder (ASD).

2. Eligibility criteria

- The school can meet the pupil's SEND
- The pupil to be admitted has a primary diagnosis for Autism Spectrum Disorder (ASD)
- The pupil's placement is compatible with the efficient education of the other children with whom the child would be educated
- The placement is an efficient use of resources
- The Local Authority has named the school in a pupil's EHCP



3. Referrals

Prospective pupils will be referred to the school by their host local authority (LA) SEND team during the EHCP assessment process, phase transfer or following a request of change of placement. Placement at the school is only available through a referral from a commissioning LA. Places will not be offered to independent applicants.

- Parents wishing their child/young person to be placed at the school should contact their LA in the first instance
- Placement at the school will be by consultation from the commissioning LA to the Principal, who will consider the potential suitability of the pupil to the school profile and giving consideration to those pupils currently on role
- The Principal will use the information within the EHCP and additional documents provided to inform a decision as to the suitability of the pupil for placement at the school, taking account of the eligibility criteria described above, and will inform the LA SEND team within 15 days of receipt of the consultation letter and documents
- Transfer between school phases will be considered in line with statutory obligations.

Upon receipt of a referral or enquiry, we gather as much detailed information as possible in to inform our decision of whether to undertake formal assessment:

At the point of referral, we require:

- full name of child (can be redacted at initial point of referral)
- age and date of birth
- gender
- ethnic background, cultural needs, religious needs/persuasion
- current health and medication need and history
- current school arrangements, support and additional interventions and subject reports
- copy of the latest EHCP (should be no more than 12 months old or recent annual review documents)
- clinical reports (if relevant)
- risk assessments and levels of supervision required e.g. 1:1
- chronology of incidents
- any current or historic child protection or CIN information
- details of external professionals working with the child/young person or their family
- the young person's legal status

Parental enquiries and visits

We welcome visits from parents/carers. Our Principal coordinates these at times to suit. Please contact the main office, 01254 958579, to arrange a mutually convenient time to visit us. If you are interested in looking at our residential facilities, then please discuss this prior to your visit.



4. Assessment process

Each application is assessed on a case-by-case basis considering the unique needs of the individual child/young person.

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Assessments and observations are undertaken by Cambian Brook View School within the current academic and home setting and discussions with parent/carers, if appropriate, and other key professionals; these form a fundamental part of the assessment process and, in their own right, do not constitute a formal offer of placement. Visits to Cambian Brook View School will also be offered to the parents/carers, key stakeholders and the young person before a formal offer is made. Below is a more detailed account of what may happen at this point however, this list can be changed depending on the information required and the needs of individuals:

1. Obtain clinical input from our SaLT and OT professionals
2. Contact the current education setting to gather additional information, reports and arrange a visit to complete observations
3. Contact parents/carers and arrange a visit or meeting to discuss any additional information
4. Contact key professionals/stakeholders for their input
5. Ensure the information listed in section 3 has been gathered and share this with the senior Leadership Team

During the initial stage of assessment, the following factors will be considered to further inform whether we can meet need and evaluate compatibility with the current cohort of children. Senior Leaders take into consideration:

- All information in the EHCP and supporting documents
- Supporting documentations such as EP, SaLT, OT reports, placement plans, CLA reviews, PEPs etc. provided during the referral process
- social and academic compatibility with the existing cohort; admission of any new starters must not be detrimental to the needs of existing cohort
- for children and young people with a physical disability, accessible places in the school and in the residential home are available or whether it would be possible to make reasonable adjustments within the meaning of the Equality Act 2010
- whether medical needs can be safely accommodated; medical needs requiring on site nursing care cannot usually be accommodated

Assessments may vary in extent, depending on the needs of each child/young person and the range of information initially supplied; follow up assessment visits, phone calls and/or requests for further information or reports may be required.

Following assessment, a decision of whether to offer a placement or not will be made by the school's leadership team; the relevant Cambian Commissioning Manager will liaise directly with referring parties to appraise of the outcome.



Should we agree to offer a place, representatives from Local Authorities and/or Children's Social Care are strongly encouraged to visit the school and, if appropriate, the residential setting.

5. Admissions and transitions

The schools will admit a pupil where they are named in a Local Authority (LA) Education Health and Care Plan (EHCP), this will be confirmed to the school via the Commissioning Manager and a start date will be arranged.

The Principal and senior leaders within the school will use the information gathered during the assessment process to draw up an Induction Plan which will be shared with the teaching staff and the parents/carers.

From the first day the transition plan starts all pupils will be added to the schools' admissions register and the Principal will write to the Local Authority, the previous educational setting and the social worker (if applicable) to inform them.

The Induction Plan will start with two weeks of half-days, these could be morning and/or afternoons, this will be discussed and planned prior. During the induction process school staff will begin the process of gathering baseline assessment information. This will include information about the young person's academic and cognitive functioning particularly in reading, writing, spelling and maths. This information will be gathered through formal assessment and informal teacher assessment.

All young people will be enrolled into full-time education within two weeks of their arrival at Cambian Brook View School unless otherwise agreed.

6. Reviewing the placement

A review meeting will be arranged within the first 12 weeks to celebrate progress and discuss any other matters that are deemed relevant. Whilst not an interim review, this meeting is likely to reference progress against outcomes as per the EHCP and share initial assessment outcomes.

At this stage, we would request that the local authority attend to meeting in case any provisions need to be change to further meet the need of individuals.

7. Tribunals

Occasionally, Cambian Brook View School is required to attend SEND tribunal cases. It may not be appropriate for the school to attend a tribunal if they feel they are not able to meet need. Cambian Brook View School **is not recognised as a Section 41** school; the school



cannot be directed to take children or young people nor named on an EHCP without its' consent.

8. Monitoring arrangements

This policy will be reviewed annually by Rebekah Dennett - Principal. At every review, it will be approved by the Regional Lead / Governing Body. Next review February 2027.

9. Links to other policies

This policy links to the following policies and procedures:

- Safeguarding and Child Protection Policy
- Additional Learning Needs policy
- Accessibility Plan
- Relationship and Behaviour Policy
- Attendance Policy
- Curriculum Policy