



Admissions Policy

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General Information

New Bridge School is a special school catering for pupils with severe and complex learning needs who have an Education, Health and Care (EHC) Plan detailing the following needs:

- Profound and Multiple Learning Difficulties (PMLD);
- Severe and Complex Communication and Interaction Disorders (including severe autism);
- Severe and Complex Sensory and/or Physical Difficulties
- Severe to Moderate Learning Difficulties

The school is currently organised across three sites;

- New Bridge School (11-16)
- New Bridge Learning Centre (16-19)
- New Bridge College (16-19)

The school's planning for the start of each academic year is determined by pupils' profile and learning needs and the required ratio of adults to pupils in order to ensure the most appropriate and safe learning environment.

Decisions around pupil admissions during the school year have to be carefully considered by the Local Authority and New Bridge School. The Local Authority is responsible for the efficient use of resources and therefore must have regard to the total number of places available at the school without prejudicing the existing pupils. The school has to ensure an effective transition to an appropriate provision, where available.

Emergency placements, for the purposes of assessment, have occasionally been agreed between school and the Local Authority and there is a clear protocol in place for the Local Authority to consider any such requests that includes consultation with school, parents and involved services in accordance with the SEN Code of Practice. The two main features of an emergency placement for the purpose of assessment are that:

- it must be agreed to by parents, school, the Local Authority and all involved agencies;
- an Education, Health and Care (EHC) needs assessment must start on admission.

During the process, New Bridge School will work closely with the officer responsible for the EHC needs assessment, parents and professionals providing advice, to develop a view about the likelihood of an EHC Plan being indicated and whether continued placement at a special school of the nature of New Bridge School is required to meet need. Pupils accessing emergency placements, for the purpose of assessment, take up a place on the school roll.

School Population

The population across New Bridge School is made up of pupils/young people who fall into the following groups:

- Pupils or Young People with an EHC Plan that names New Bridge School or one of our post 16 provisions; New Bridge Learning Centre or New Bridge College
- Pupils or Young People with a special educational need in one or more of the following areas;
Profound and Multiple Learning Difficulties (PMLD);
Severe and Complex Communication and Interaction Disorders (including severe autism);

Severe and Complex Sensory and/or Physical Difficulties
Severe Learning Difficulty

- Pupils who have transferred from another Local Authorities special school, for whom another authority has approached Oldham Local Authority to request a place for one of their pupils already attending a special school, and who have needs that are consistent with the type of need catered for at New Bridge School
- Pupils who have transferred from an Oldham or neighbouring borough mainstream or resourced setting, identified following a Person-Centred Planning Meeting whose needs may have changed and can no longer be met within their current setting, and which are now consistent with the type of need catered for at New Bridge School

Initial visits

It is good practice that when parents of a child or young person who has an EHC Plan or who is going through an EHC needs assessment, are considering any school placement for their child, they should look at the range of provision available to them. Many parents are unclear about the type of need catered for at New Bridge School, viewing the schools social media platform <https://www.facebook.com/NewBridgeSchoolOldham> , website [Home Page - newbridgeschool.net](https://www.newbridgeschool.net) and an initial visit to the school will clarify this and help them to consider all options and express their preference.

Visits to the school are organised in the following way:

- All enquiries for visits go to the relevant site reception who keeps a log of prospective and actual visits, expressions of interest for an initial visit will then be passed over to the Pastoral Team;
- Visits will be co-ordinated and led by the Pastoral Team, on behalf of the Local Authority, so that the outcomes of any EHC needs assessment decision or placement are not pre-empted;
- The named person will escort parents/carers on a tour of the school and then, if required, either, be available to answer questions/talk to parents/carers
- Parents/carers may sometimes be accompanied on their visit by family friends or educational professionals on the understanding that the visit is for the parents/carers
- We ask where possible and appropriate for the child or young person to also be in attendance of the visit
- Open day events may also occur during the academic year which will be identified for particular cohorts i.e. transitional purposes

General admissions procedures:

If the Local Authority decides, after considering all the professional advice and information available and consulting further with parents and the professionals who gave the advice, that a pupil has needs that are consistent with the described profile of the pupils at New Bridge School, or if placement at New Bridge School is a parental preference then:

1. The Local Authority will consult with New Bridge School by sending all paperwork to the Director of Pastoral Support
2. New Bridge School may organise a visit to see the potential pupil/ young person in their school or setting or at home if needed;
3. New Bridge School will consider the consultation request and any other relevant information at their Admissions Panel (held on a weekly basis) where a decision will

- be formed, following this a consultation form providing their agreement, comments or disagreement with the admission of the pupil will be returned to the Local Authority
4. The responsible Local Authority will then discuss any comments with the school and submit papers with New Bridge School's views to the Local Authorities moderation panel.

If the placement is agreed at the moderation meeting, the Local Authority will:

1. Follow the timing of admissions and transition arrangements;
2. Finalise the EHC Plan and name New Bridge School

If the placement is not agreed at the moderation meeting, the Local Authority will:

1. Consult further with New Bridge School and professionals;
2. Name an appropriate placement on the final EHC Plan, or:
3. Inform the requesting Local Authority of the decision by letter that includes reasons why the placement has been turned down.

Timing of admissions and transition arrangements:

1. Admissions into New Bridge School will mainly be at the beginning of the autumn term following a planned transition from primary-school or from secondary-school
2. Mid-year admissions will for the most part be made at the beginning of a term to allow for a well-planned transition and for the appropriate staffing changes at each school to be made
3. Admissions in the summer term may compromise an equitable transition for the pupil and a start date may be planned for the commencement of the forthcoming academic year (September) at a New Bridge post 16 provision if the child is in their final year at a secondary setting. Decisions will be made following consideration of each individual case
4. For pupils who have moved into Oldham from a distant authority who are not able to continue attending their previous special school, and for any other exceptional circumstances, New Bridge School and the Local Authority will jointly agree an earlier admission date that will include a well-planned transition.

Contents of the admissions register

- Every pupil in each school must be included on the admission register as well as the attendance register. Even one session of attendance requires a child to be on both registers (unless they are on a temporary visit from abroad or on an educational visit).
- There must be no trial admissions
- The admission register must contain an index in alphabetical order and the following information:
 - the pupil's full name
 - the pupil's gender
 - the name and address of every person known to be a parent of the pupil (this should include those with parental responsibility)

who live at a different address). These people are entitled to have access to pupil records, receive reports, vote in Governing Body elections etc. Against the particulars of any parent with whom the pupil normally resides there should be an indication of that fact and a note of at least one telephone number at which the parent can be contacted in an emergency

- the day, month and year of the pupil's birth
- the day, month and year of the pupil's admission or re-admission to the school
- the name and address of any previous school attended by the pupil

1. Purpose

- 1.1. New Bridge School is a special school which provides 541 commissioned (2022/2023) raising to 602 commissioned (2023/2024) places for pupils and students of both sexes between the ages of 11 and 19 with a range of primary needs. The purpose of this policy is to explain the admission arrangements that are in place.

2. Scope of Policy

- 2.1. This policy applies to anyone wanting to request a place for a child in our organisation. It sets out the route to be followed when applying for a place for a child with an EHCP.

3. Reason for Review

- 3.1. This policy was reviewed to simplify the document for ease of reading. It still considers statutory guidance/advice as follows:

3.1.1. School Admissions Code 2021

4. Aim(s):

- 4.1. This policy aims to support families in accessing the information they need to know and to have a thorough understanding of the process of applying for a place at our school.

5. Procedures and practice

- 5.1. Each Local Authority (LA) is an admitting body and will take the decision to place young people only after full consultation with our school.
- 5.2. Local Authorities should note that the contact email address for liaising with the school on naming the school in a child's Education Health and Care plan (EHCP) is admissions@newbridgegroup.org and dcotton@newbridgegroup.org
- 5.3. Local Authorities should note that any consultation must be shared with Oldham Local Authority EHCP.Consults@oldham.gov.uk in the first instance who will then liaise with New Bridge School directly. Any consultation request shared with the school directly will not be formally discussed or responded to.
- 5.4. For a child to be admitted, the school must be named by a Local Authority in the child's Education, Health and Care Plan (EHCP), though we may admit a young person without an EHCP if:
- 5.4.1. the child/young person is admitted for the purposes of an assessment of educational needs under Section 34(5) of the Children and Families Act 2014 and the responsible Local Authority, the Headteacher or Principal, the parents or young person and anybody else whose advice is required to be obtained, have all agreed to the child or young person's admission;
- 5.4.2. the child/young person remains admitted following an assessment under Section 34(6) of the Act; or

5.4.3. the child/young person is admitted following a change in his/her circumstances, with the agreement of the Local Authority, Headteacher or principal and the child's parents/carers.

5.5. Parents wishing their children to benefit from our provision should ask their Local Authority to name our school in their child's EHCP.

6. Sources and references

6.1. Admissions Code 2021

6.2. Children and Families Act 2014

6.3. Other school policies and further information on our school can be found on our website <https://school.newbridgeschool.net/>

7. Other useful documents

7.1. Equality Act 2010

7.2. Special educational needs and disability code of practice: 0 to 25 years

8. Monitoring

8.1. This policy will be monitored through the MAT's accountability framework.

