



# **Admissions Policy**

## **Admissions Policy**

### **1 Introduction**

- 1.1 Oakfield School is a co-educational school for both day and residential pupils who have Social, Emotional, and Mental Health (SEMH) difficulties.
- 1.2 This policy aims to:
- Explain how to apply for a place at the school
  - Set out the school's process for commissioning places
  - Explain how to appeal against a decision not to offer your child a place

### **2 Legislation and statutory requirements**

- 2.1 This policy is based on the following advice from the Department for Education (DfE):
- [School admissions code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/school-admissions-code)
  - [School admission appeals code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/school-admission-appeals-code)
- 2.2 Oakfield School will meet and respond to its responsibilities under the Equality Act 2010 as set out in the Public Sector Equality Duty, April 2011.

### **3 Pupil Admission Number (PAN)**

- 3.1 Oakfield School provides education and SEMH support for pupils aged between 11 to 16 years.
- 3.2 The capacity of the school is 130 places, including The Rowan Building and the Residential Provision.
- 3.3 The agreed PAN for 2023-2024 is 130.

### **4 Commissioning**

- 4.1 A pupil aged between 11 to 16 years can be referred to the school at any time during the academic year.
- 4.2 Pupils who are referred to the school often have been diagnosed or undiagnosed with SEN and associated barriers to learning, including SEM; Communication Difficulties; ADHD; and ASD.
- 4.3 Pupils who are referred often display challenging behaviour, are at risk of suspension or have been suspended. Some pupils who are referred

prefer smaller learning environments and have emotional barriers to accessing mainstream education.

- 4.4 All admissions are handled by the Local Authority after a formal consultation with the Deputy Headteacher/SENDCO.
- 4.5 All places at the school are commissioned by the Local Authority and surrounding authorities.
- 4.6 All pupils attending the school have an Education, Health and Care Plan (EHCP) and therefore will have undergone an extensive assessment before enrolling with the school.
- 4.7 The new cohort of Year 7 pupils will join The Rowan Building (an annexe building to Oakfield School) for their first year at the school.
- 4.8 The purpose of The Rowan Building is to slowly alleviate any fears about the transition from primary to secondary education and create a structured transition for pupils by providing familiarity with the new environment and ethos that will continue their journey into the Year 8 cohort.
- 4.9 Oakfield School aims to provide every pupil with a unique and enriching experience to prepare them for the next stage of their academic learning journey.

## **5 Process**

- 5.1 Consults are sent to Oakfield School via the consulting Local Authority for a formal consultation. Each consultation is considered by the Deputy Headteacher. The consultation process may involve a visit to the child at their current placement or home. A consultation letter will then be sent to the consulting Local Authority.
- 5.2 Before the commencement of the placement, the school's admission paperwork will be completed at the home address between the parents/carers and the school's Parent & Young Person Liaison Officer or Multi-Agency Coordinators. The pupil will have a visit to the school, information will be gathered from the child's previous placement and the SEND Team will be informed of the placement and start date.
- 5.3 On their first day of admission, the pupil will be given further information about the school and its expectations. The induction may include the opportunity to spend time with some of the staff; this may also extend beyond the first day.
- 5.4 Within 8 weeks of being on roll, a review meeting will take place. At this meeting, the finding of the school's initial assessment is shared and discussed with the pupil and their family. The first Individual

Behaviour, Education and Care Plan (IBEC) is written, along with the individual Risk Assessment and Positive Handling Plan.

## **6 Appeals**

- 6.1 In the event that Oakfield School identifies that it cannot meet the need of the child during the consultation process, parents/carers are advised to follow the Local Authority's appeals process.

## **7 Complaints**

- 7.1 Any objections to this policy should be raised with the school through the school's Complaints Policy & Procedure.

## **8 Review & Monitoring**

- 8.1 This policy will be reviewed annually by the Deputy Headteacher and published on the school website.
- 8.2 Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Governing Body will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

## **9 Links to other policies**

- 9.1 This policy should be read in conjunction with the following policies:
- SEND Policy
  - Equality Policy & Objectives
  - Complaints Policy
  - Child Protection Policy