



**Report Author : K Connolly**

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**Review: September 2020**

## **1 Introduction**

The Governing Board and the Pupil Referral Service Management Committee applies the regulations on admissions fairly and equally to all those who wish to attend the Brownhill Learning Community (hereafter known as BLC). The BLC comprises of Brownhill School and the Rochdale Pupil Referral Service.

We are an inclusive Learning Community that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

Pupils are referred to the BLC by the Rochdale Local Authority or Rochdale Borough Schools for a variety of reasons such as:

1. the pupil has been permanently excluded from their school
2. the pupil is unable to attend school due to ongoing medical needs and requires a period of Home Tuition. The pupil will receive 12 weeks tuition and will be dual rolled with their school. If after the 12 week period medical evidence supports removal from school roll and parents are in agreement then they will become single registration.
3. To prevent the permanent exclusion of a C4C in agreement with carers, school, LA and BLC.
4. The Local Authority consults for a place for pupils who have an Education Health Care Plan.

Pupils admitted to the BLC must be able to access the National Curriculum.

As the BLC is deemed to be a community school, the LA is therefore the 'Admissions Authority' for the BLC. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

## **2 A) Admission Protocol for pupils permanently excluded from their school**

Pupils referred by the Inclusion Panel will be deemed to be dual registered with the BLC from day 6 after the permanent exclusion until day 15 after the exclusion. This is because parents have up to 15 days to appeal against the permanent exclusion.

If the permanent exclusion is upheld the pupils enrol status will then be single registered with the BLC unless it is otherwise agreed by the LA.

Where no response is received after 3 attempts to contact parents/carers by letter or telephone to arrange an admission meeting, the BLC will report this to the LA as a Child Missing Education.

## **B) Admission Protocol for Children requiring Home Tuition**

Children with ongoing medical needs can access Home Tuition through their home school. A referral form is completed by the appropriate member of staff and sent to BLC via [referrals@theblc.org.uk](mailto:referrals@theblc.org.uk) inbox. All referrals must be accompanied by medical evidence provided by a consultant. Tuition will not be available on the basis of a GP's letter. Once the referral is received a planning meeting will be called to include school, BLC, parent, child and medical professionals to discuss what is needed and how and where this will happen. For the first 12 weeks of tuition the child will be registered as Dual subsidiary with their home school. Reviews will be held every 6 weeks and after 12 weeks a decision will be made with all parties concerned whether a return to school is appropriate or the child moves to the roll of BLC.

## **C) Admission protocol for C4C avoiding a permanent exclusion**

It is not LA policy to permanently exclude children in the care of the LA. Where this is a likelihood a referral will be made to BLC using PARE paperwork submitted by the Virtual School Headteacher and involving the Fair Access Team. A meeting will take place with the school, virtual headteacher, Fair Access and BLC to arrange admission as for permanently excluded pupils.

## **D) Admission of pupils with an EHC plan**

All consultations for pupils with an EHC plan are reviewed by the Headteacher and allocated, if appropriate, to a site dependent on need. Parents and child are welcome to visit any of the sites at a time convenient to all parties but arranged for the minimum disruption to our students and learning. A date is agreed and the pupil will be admitted on a transition programme for the first week or longer if deemed necessary.

## **Admission appeals**

If the LA/BLC does not offer a child a place at this school:

- It is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase beyond a manageable number. For the PRS commissioned places = 160. For the school commissioned places = 75
- The BLC would be unsuitable for the age, ability or aptitude or SEN of the child/young person;
- The attendance of the child/young person there would be incompatible with the efficient education of others, or the efficient use of resources.

NB Where the school is deemed to be unsuitable to meet the child/young person's needs the school must demonstrate the reasonable steps that have been taken (or will be taken if the child is not already on roll) to prevent the incompatibility.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children attending. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

## **5 Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changes to circumstances in our school or the local area.