

<b>Title</b>	Admissions Policy
<b>Purpose</b>	To explain the arrangements for student admission to Oakbridge Special Education
<b>Relevant to</b>	Prospective Parents/Carers, Local Authority, Directors, Provision Manager
<b>Responsible Officer</b>	Provision Manager
<b>Introduced</b>	9/2009
<b>Modification History</b>	-
<b>Related Policies</b>	Equality Policy
<b>Date Due for Review</b>	9/2020
<b>Agreed at meeting of Directors on</b>	tbc
<b>Filed as</b>	OBRPol.7-Admissions-0918.docx

## **PURPOSE**

This policy provides information about the provision's admissions arrangements for prospective parents and guidance for staff and directors about admissions procedures.

## **INTRODUCTION**

Oakbridge was formerly a sub-contracted post-19 provision managed by Oak Lodge School in partnership with Barnet & Southgate College. From 1<sup>st</sup> September 2018, the provision is established as Post-16 Special Institution approved under Section 41 of the Children and Families Act 2014, managed by Oakbridge Special Education, a subsidiary company of Barnet Special Education Trust.

The provision is funded to offer further education for up to 16 young people between the ages of 16 and 25 years old with identified special educational needs and an Education, Health and Care Plan. Information about Oakbridge can be found on our website [www.oakbridgesen.org](http://www.oakbridgesen.org). A hard copy of website information is available on request.

## **VISITS**

Oakbridge welcomes the opportunity to meet prospective parents/carers. In most cases parents/carers will meet with the Provision Manager, have the opportunity to discuss their child's needs, ask questions and tour the provision. Please contact us to arrange an appointment via our website, by email to [info@oakbridgesen.org](mailto:info@oakbridgesen.org) or by telephone 0208 444 6711

## **ADMISSIONS**

Oakbridge Special Education will have regard to its Funding Agreement with the Secretary of State for Education in respect of all admissions.

Most students join Oakbridge following completion of a Post-16 course in a special school or special academy. However, we will always consider suitable admission requests from other prospective students.

For a young person to be admitted to Oakbridge, the provision must be named by a local authority (LA) in their Education, Health & Care Plan (EHCP). Under the Children and Families Act 2014, parents have the right to express a preference for a specific school or provision.

The overwhelming majority of young people admitted are resident in the London Borough of Barnet, but we will also work in partnership with other local authorities and parents/carers to assess the suitability of potential applicants for a place.

All applications for a funded placement from Barnet residents must be made to Barnet Local Authority.

**Email:** [SENAdmin@barnet.gov.uk](mailto:SENAdmin@barnet.gov.uk)

**Telephone:** 0208 359 7007.

### **Postal Contact**

SEN performance team  
North London Business Park (NLBP),  
Oakleigh Road South, London N11 1NP

Independent information and advice is available from Barnet SEND Information, Advice and Support Service (SENDIASS) on 0208 359 7637.

Residents of other local authorities should contact their own SEN department to apply for a funded placement.

Oakbridge Special Education must consent to being named on an EHCP, except where admitting the young person would be incompatible with the provision of efficient education for other students, and where no reasonable steps may be made to secure compatibility. Oakbridge Special Education will have regard to relevant guidance issued by the Secretary of State to maintained schools and provisions when making its determination.

Oakbridge Special Education will consider requests for admission having regard to the Special Educational Needs and Disability Code of Practice: 0-25 years, 2015, under part 3 of the Children and Families Act 2014 where the child or young person is in possession of, or being assessed for an Education, Health and Care Plan.

Section 9.78 of the 2015 code states that the child's parent or the young person has the right to request a particular school, college or other institution of specified types, including Oakbridge to be named in their EHC plan.

Section 9.79 states that the local authority "**must** comply with that preference and name the school or college in the EHC plan unless:

- It would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
- The attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources

Efficient education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have. Where a local authority is considering the appropriateness of an individual institution, 'others' is intended to mean the children and young people with whom the child or young person with an EHC plan will directly come into contact on a regular day-to-day basis."

A local authority **must** consult the provision and consider their comments very carefully before deciding whether to name it in the young person's EHC plan by sending us a copy of the draft plan.

The local authority **must** also seek the agreement of a school or other institution where the plan sets out any provision to be delivered on its premises, which is secured through a direct payment. Where this includes a direct payment for SEN provision, it **must** include formal written notice of the proposal specifying:

- The name of the child or young person in respect of whom direct payments are to be made
- The qualifying goods and services which are to be secured by direct payments
- The proposed amount of direct payments
- Any conditions on how the direct payments may be spent
- The dates for payments into a bank account approved by the local authority, and
- Any conditions of receipt that recipients **must** agree to before any direct payment can be made

Section 9.83 of the code places a duty on a school or institution to respond within 15 days.

The school **must** admit a child or young person where it is named on an EHC plan.

## **CONSULTATION AND ASSESSMENT**

Upon receipt of an admission request, we will review submitted papers and where possible, visit the prospective student in their current educational setting. If this is not possible the prospective student will be invited to visit Oakbridge with a parent(s) or carer(s).

Successful applications for admission will identify Oakbridge as the most appropriate provision for the needs of the student. This will be determined through an assessment process that gathers reports from the applicant's current placement and information from parents and other professionals who are supporting the applicant's academic, health and social development. Following assessment, a formal response to the application and consultation will be submitted to the relevant local authority.

If the outcome of the assessment determines that the needs of the student can be successfully met, we will make arrangements to ensure the relevant LA is informed and advised of the earliest date the student may be admitted. New admissions usually take place in September at the beginning of an academic year, but special circumstances will always be considered.

If it is felt that Oakbridge cannot meet the needs of the student without additional resources, we will advise parents and the relevant LA, detailing any reasonable steps that may be taken.

If it is felt that Oakbridge cannot meet the needs of the student as it is unsuitable for their age, ability, aptitude or special educational needs; or if their attendance at the school would be incompatible with the provision of efficient education for the students with whom he/she would be educated, or the efficient use of resources, and there are no reasonable steps the institution or local authority could take to admit the student, a detailed response will be provided to parents and the referring LA explaining the reasons for such a decision.

All consultation responses and funding requests will be approved and signed by a member of the Board of Directors before submission to the relevant LA for further consideration.

## **APPEALS**

The SEN Code of Practice entitles parents and carers to appeal to the SEN and Disability Tribunal if their local authority refuses to name a requested institution in the young person's Education, health and Care Plan. Further information about this process is available at <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>.

## **Monitoring and Review**

The successful application of this policy will be subject to regular monitoring by the Board of Directors.

The policy will be reviewed bi-annually or following a change in statutory regulation.

It is next due for review by September 2020.