

**BOW STREET  
SCHOOL**



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## **Admissions Policy**

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This policy must be read in conjunction with:		
<ul style="list-style-type: none"><li>• SEND Policy</li><li>• Equal Opportunities Policy</li><li>• Complaints Procedure</li></ul>		

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## **Introduction**

Bow Street School is an Independent Special School, welcoming young people who have become disengaged from mainstream learning and/or those who have an Education Health Care Plan.

## **Who goes to Bow Street School?**

At Bow we provide education for up to 20 pupils aged 13-16. Places at Bow are full time, we can create individual timetables to meet the pupils needs. Bow is committed to equal opportunities and admits students across the full spectrum of academic abilities; all students have equal access to the curriculum.

Bow Street School specialise in providing an alternative pathway to students who have not been successful in mainstream settings and as a result;

- Have disengaged with learning
- Are at risk of exclusion or have difficulty in attending school in a mainstream setting
- Have gaps in their learning and are unable to catch-up
- Have additional needs which have not been identified or met in the mainstream setting
- Have identified complex needs identified within an EHCP
- Need a fresh approach to get them 'back on track' and revive their passion for learning and life.

Most Bow Street School students are from the west midlands area, however we welcome students from outside these areas too.

Where local authorities are seeking to commission a place for a child with an Education Health Care Plan, we adhere to local authority timelines on consultation and decision making.

## **Who can refer to Bow Street School?**

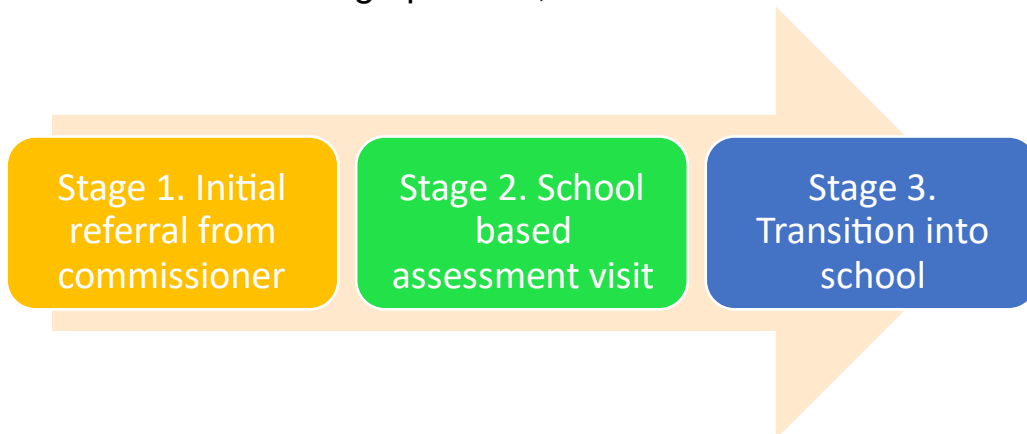
Bow Street School students in the main come via referrals received from:

- Local authorities – SEND or Inclusion teams
- Schools
- Care providers

We accept referrals from a variety of professionals and establishments looking to support vulnerable young people. Referrals are accepted at any time and new admissions can take place throughout the year.

## **How do Bow Street School admissions and referrals work?**

We work closely with commissioners to inform them of our offer and to understand the needs of the students they wish to refer. We recognise that finding the right provision for vulnerable children is critical, so we make our referral process sensitive and simple. Admission to Bow Street School is a 3-stage process;



### **Stage 1: Initial referral**

In the first instance we welcome new referrers to visit and meet with us to understand our approach. Commissioners are asked to complete a referral form for students to ensure we have all of the information we need to consider placing a child. We work with commissioners to ensure that decisions on offering an assessment visit are based on complete, accurate and reliable information.

### **Stage 2: School based assessment visit**

Parents/carers are invited to visit Bow Street School, meet with a senior member of staff or the Headteacher and take a look around. These visits allow parents to ask questions, share any concerns and to understand our approach.

### **Stage 3: Transition into school**

Following a successful assessment visit all pupils have a tailored transition into school, see 'How does induction work for students?' page 5.

All referrals are considered by the Headteacher and admission decisions are made based on;

- Outcomes from school-based assessment visits
- Pupil numbers / available spaces in the particular Year Group
- Needs of referred student and current cohort
- Expertise of staff
- Resources available

Admission decisions are then shared with commissioners in an offer letter. The letter will outline that the referral has been accepted, detailing financial requirements, the support to be offered, a start date and the date by which the offer should be accepted and the address to which to respond. When offer letters are sent, if the commissioner fails to accept the place by the due date, it will be assumed that commissioner no longer wants the place, and the offer will be withdrawn.

In the event that the school receive more referrals than we have places we will prioritise the most vulnerable learners. Students with an Education Health Care Plan that names Bow Street School will always be admitted before others. Next, priority will be given to referrals for students who are or were previously looked after by a Local Authority (as defined by the Children Act 1989). We operate a waiting list for those students who have been identified to take up placements in Year 9.

### **How does induction work for students?**

Once a place has been offered and accepted students undertake a structured induction to support a successful start to their placement. Student induction is a collaborative process involving commissioners, families, students and Bow staff. Induction begins with an admission meeting which all partners attend to discuss the child's programme. Everyone then has a role to play in gathering and sharing information during induction.

During the admission meeting arrangements will be made for the child's induction programme which will include;

- Tour of the premises
- One to one discussion with learners to identify learning preferences and any anxieties or concerns
- Meeting the staff, their teacher and students in their group
- Familiarise themselves with the timetable and daily routines • Undergo online assessments and set initial targets • Set up curriculum files and books.

Bow Street School is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006. From the beginning of the first day on which Bow Street School has agreed or been informed that the pupil will attend the school, an entry will be made in the school's Admission Register. Where students are dual registered with their home school our register will be completed accordingly and attendance information shared with the home school.

### **Appeals**

Commissioners have the right of appeal against the refusal of a place at Bow Street School using the Complaints Procedure outlined in the complaints policy. The commissioner should write to the Headteacher outlining reasons supporting the referral and any relevant documentation. The information will be considered and a reply will be given within 15 days, stating the school's position.

### **Complaints**

Any objections to this policy or its application should be raised with the school through its normal complaints process.

### **Review**

This policy will be reviewed annually and published on the school website.