Admissions Policy

1. New Bridge Multi Academy Trust caters for pupils and students between the ages of 4 and 19 with additional needs. We also have a range of specialised provision for young people who may be on the autistic spectrum.

2. Each Local Authority is an admitting body and will take the decision to place young people only after full consultation with, and agreement of, the Multi Academy Trust.

3. All requests for places MUST be emailed to admissions@newbridgegroup.org

4. Within the Multi Academy Trust each school will adopt this centralised policy.

5. Admission to any special school in the New Bridge Multi Academy Trust (MAT) will normally be by way of a Statement of Special Educational Need (statement) or Education, Health and Care Plan (EHCP) though we may admit a young person without these if:
   a. the young person is admitted for the purposes of an assessment of educational needs under Section 323 of the Education Act 1996 and admission to the school is with the agreement of the Local Authority, the MAT, the young person’s parents/carers and any person whose advice is to be sought in accordance with Regulation 7 of the Education (Special Educational Needs) (England) (Consolidation) Regulations 2001;
   b. the young person remains admitted following an assessment under Section 323 of the Education Act 1996; or
   c. the young person is admitted following a change in his/her circumstances, with the agreement of the Local Authority, the MAT and the child’s parents/carers.
   d. The young person meets the criteria for non-statemented (EHCP) admissions to Hollinwood Academy.

6. All admissions must satisfy the criteria as follows:
   a. that the child being admitted has a significant degree of learning difficulty/autism;
   b. that the learning difficulty or autism presents the main barrier to learning and that there is significant multi-professional evidence to that effect;
   c. that the school can meet the requirements as set out in the statement/EHCP (as appropriate);
   d. admission is always to the school as a whole, not to an individual provision;
   e. allocation to specific provision is decided on an individual basis by senior school staff, in consultation with parents;
   f. teaching and learning strategies for pupils will be decided by the school, in consultation with parents and other professionals.

7. Parents/carers may make representations for a placement at a school within the MAT. The Local Authority responsible for making the statement/EHCP retains responsibility for deciding whether to name the school in the statement/EHCP, based on the individual needs of the child and any representations made by parents. The Local Authority is also required to consult with the MAT before naming it in a child’s statement/EHCP and any proposed statement/EHCP should be sent to the MAT for consideration. The MAT will notify the Local Authority in writing if they do not agree to be named in the statement/EHCP within 15 days of the receipt of a proposed statement/EHCP.

8. Once the school is named in a young person’s statement/EHCP, the school is under a statutory duty to admit the child, unless admitting the child would be incompatible with the efficient education of other children and where no reasonable steps may be made to
secure compatibility. The MAT must have regard to the relevant guidance issued by the Secretary of State.

9. The MAT will not agree an admission to any of its schools where admitting the child would be incompatible with the provision of efficient education for other children. This will apply in individual circumstances, following an assessment by the school of potential impact of admission and it will apply where our agreed and preferred maximum number of pupils in any one class is exceeded.

10. This may mean that children of certain age groups cannot be admitted, even when there are vacancies in other parts of the school. Our maximum admission numbers will be reviewed annually and at present are:
   a. Hollinwood Academy - 140
   b. New Bridge School - 300.

11. Only in exceptional circumstances will we admit pupils over and above these numbers, as follows:
   a. Where an assessment is made that the nature of the child's condition and the circumstances in which the family find themselves, are so overwhelming that admission must take place (eg. safeguarding, victims of severe traumas etc.)
   b. Where the school is directed by a tribunal or by the Secretary of State

12. The New Bridge Group holds weekly admissions panel meetings where applications for places at all of its schools are considered.

13. For admission purposes within each individual school all pupils will be ranked numerically, then by surname and forename. Pupils will not be added to the ranked list until agreement for admission between the Local Authority and MAT has been reached.

14. At 1st September each year pupil leavers will be removed from the list and rankings will be reconfigured for all pupils on roll. New admissions will then be added as per the criteria in 6. This ranking will remain in place until 31st August the following year.

15. High Needs Funding Payments are due payable:
   a. Autumn term fees Sep to Dec (4 months) due payable on 1st October
   b. Spring term fees Jan to Mar (3 months) due payable on 1st February
   c. Summer term fees Apr to Aug (5 months) due payable on 1st May.

16. Invoices will be issued 30 days in advance and will be due on the dates above.

17. The responsible Local Authority of any young person ranked over and above the school's PAN (Pupil Admission Number) will be required to provide element 1 and 2 funding in addition to any high needs funding block based on the following formula.
   a. Rank 301 to 305 £0
   b. Rank 306 – 325 £ 5,000
   c. Rank 325+ £10,000

18. These fees will be paid termly on the following dates:
   Autumn term fees Sep to Dec (4 months) due payable on 1st October
   Spring term fees Jan to Mar (3 months) due payable on 1st February
   Summer term fees Apr to Aug (5 months) due payable on 1st May.
19. If a child without a statement/EHCP has been admitted to a school for the purpose of assessment, in accordance with paragraph 3(a), the MAT may allow the child to remain at that school:
   a. until the expiry of ten school days after the Local Authority serve a notice under Section 325 of the Education Act 1996 that they do not propose to make a statement/EHCP; or
   b. until a statement/EHCP is made.

20. Where the Local Authority intend to name a school in a statement/EHCP, and have served a copy of the proposed statement/EHCP (or amended statement/EHCP) on the MAT, the MAT must respond to the Local Authority’s proposal within 15 days.

21. The MAT must consent to the school being named. If the MAT determines that admitting the child would be incompatible with the provision of efficient education it must, within 15 days of receipt of the Local Authority’s notice, notify the Local Authority in writing that it does not agree that the school should be named in the pupil’s statement/EHCP. Such notice must set out all the facts and matters the school relies upon in support of its contention that:
   a. admitting the child would be incompatible with efficiently educating other children until a statement/EHCP is made.
   b. the MAT cannot take reasonable steps to secure this compatibility.

22. Where a Local Authority maintains a statement/EHCP for a child under Section 324 of the Education Act 1996 and a school is specified in that statement/EHCP, the MAT must admit that child to the school even if they consider that the school should not have been named in the child’s statement/EHCP.

23. Where the MAT considers that the school should not have been named in a child’s statement/EHCP, they may ask the Secretary of State to determine that the Local Authority has acted unreasonably in naming the school and to make an order directing the authority to amend the child’s statement/EHCP by removing the name of the school. Where the Secretary of State makes an order to this effect, the MAT will cease to be under an obligation to admit the child from the date of the Secretary of State’s Order, or from such date as the Secretary of State specifies. In specifying a date, the Secretary of State must take into account both the welfare of the child in question and the degree of difficulty caused to the school by the child’s continued admission.

24. Where the Secretary of State determines that a Local Authority has acted reasonably in naming a school in a child’s statement/EHCP, the MAT must continue to admit the child until the school ceases to be named in the statement/EHCP.

25. Where the MAT considers that there is a need to increase the planned capacity of a school, the MAT must seek approval of the Secretary of State.

26. If a parent or guardian of a child in respect of whom a statement/EHCP is maintained by a Local Authority appeals to the First Tier Tribunal (Special Educational Needs and Disability) either against the naming of the school in the child’s statement/EHCP or asking the Tribunal to name the school, the MAT agrees to be bound by the decision of the Tribunal on any such appeal even if the decision is different to that of the Secretary of State.
Appendix A

Hollinwood Academy
Statement of provision and admissions

Hollinwood Academy is a special academy which provides 140 places for children of both sexes in the age range 4-19 with autism and/or significant communication and interaction difficulties.

Group A - Places for children with an Education Health and Care Plan naming the school
1. 112 places are reserved for pupils with an Education Health and Care Plan naming the school.
2. For a child to be admitted to these places the school must be named, by a local authority, in the child’s education health and care plan ('EHCP').
3. Parents wishing their children to benefit from our provision should ask their local authority to name our school in their child’s EHCP.
4. Children will also be admitted for short periods to enable the local authority to assess the child’s special needs.

Group B - Places for children without an Education Health and Care Plan naming the school but with autism and/or significant communication and interaction difficulties.
1. 28 places in the age-range 4-19 are open to children with autism and/or significant communication and interaction difficulties but without an EHCP.
2. Our published admission number for reception is 2.
3. To be considered for admission, applications for places for such pupils must include evidence that the child has autism and/or significant communication and interaction difficulties and the application must be supported by written evidence from a professional, such as an Educational Psychologist, a Headteacher or a Special Needs Co-ordinator.
4. If oversubscribed for such places we will apply the following oversubscription criteria in order:
   a. Looked after children and previously looked after children.
      A looked after child is a child who is:
      1. In the care of a local authority or
      2. Being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989).
      A previously looked after child is a child who immediately after being in care became subject to an adoption, child arrangement/residence, or special guardianship order.
   b. Siblings of pupils attending Hollinwood Academy or New Bridge School as a shared campus. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the academy
   5. Other children
      a. Tie-breaks
         i. Proximity to the academy will first be applied if the school is oversubscribed in criteria 4a and 4b above with those living closest to the academy having priority for admission. Distance from school is measured as a straight line from the child’s home address to the
school measured between the two central data points of the home post code and school post code. Measurements are calculated using www.freemaptools.com. The address from which the distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of the school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

ii. Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child’s home and the academy is equidistant in any individual case. Random allocation will be supervised by an independent member from the appeals panel.

iii. However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

Deferred entry for infants
Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred until the next academic year.

Admission of children outside their normal age group
Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

a. With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

b. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

i. whether the child is ‘summer born’ and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);

ii. information about the child’s academic, social and emotional development;

iii. where relevant, their medical history and the views of a medical professional;

iv. whether they have previously been educated out of their normal age group; and

v. whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child’s best interests. We will also ensure the
Parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application form for a child who would ‘normally’ be a year 1 child for a reception place will be considered alongside applications for reception.

**Waiting lists**
The academy will operate a waiting list for each year group. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

**Appeals**

*Group A*
The SEN Code of Practice entitles parents to appeal to the First Tier Tribunal (Special Needs and Disability) if their LA refuses to name their preferred school in the ECHP.

*Group B*
All applicants for refused a ‘Group B’ place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Kay Price, New Bridge Group, Roman Road, Hollinwood, Oldham, OL8 3PH for information on how to appeal. Information on the timetable for the appeals process is on our website at www.hollinwoodacademy.co.uk.
**Additional information**

Hollinwood Academy will aim to counter the barriers to learning faced by its pupils. Given the right support, focused teaching strategies and a specialised learning environment these children and young people will be able to access learning across the curriculum, make academic progress, gain recognised qualifications and should aspire to move into further and higher education, and employment.

The pupil profile describes children and young people where the main barrier to learning arises from their autistic spectrum condition and/or communication and interaction difficulties. Pupils who have additional significant learning disabilities and/or global developmental delay may need to access a developmental/functional curriculum and may benefit from attending one of the existing outstanding provisions within the Oldham Local Authority for pupils with complex learning needs.

For further information on our school, and the process for obtaining a place here contact Kay Price, New Bridge Group, Roman Road, Hollinwood, Oldham, OL8 3PH

Other school policies and further information can be found via www.newbridgegroup.org.
Appendix B
Geographical Areas
Proximity to School Calculated via Google Maps.

Oldham Borough Map

Legend
- Wards
- District Partnerships
- Oldham Boundary
- New Bridge School