



## Admissions Policy

Last Updated February 2018

Hazelbeck is a Secondary school for pupils with special educational needs. We have children on roll from age 11 to 19 years. Our admissions are controlled by the local authority (LA). We usually admit pupils into the main school in September each year. In term admissions are at the request of the LA.

We are unable to accept direct requests for placement from parents or carers or other local authorities. If you wish to have a place at Hazelbeck for your child you need to contact the Local Authority Special Education Needs Department. (Information can be found by clicking the link <https://bso.bradford.gov.uk/content/admissions> )

It is expected that all pupils placed at Hazelbeck School will have a 'cognition and learning need'. That is that they will function cognitively below the levels of their mainstream peers and be learning at a slower pace. They may also have additional sensory, physical, medical or social and emotional and mental health needs or they may be autistic.

**To organise a visit to the school please ring the school office on 01274 777101. They will take your details and book you on to the next available tour.**

The system below briefly describes the admissions to Bradford's special schools.

1. All requests for admission to Hazelbeck go to the SEND Admissions, currently based at Margaret McMillan House, Bradford.
2. The request then goes to the SEND placement panel who consider the information available and the request.

This panel consists of

- The Senior Educational Psychologist
- The SEN and Inclusion Manager
- A Special School Headteacher
- The SEN Early Years Manager

Where more information is required additional attendees from

- Senior representatives from SEN Support Services
- The SEN Casework Officer also attend.

3. **Meeting the Pupil and Family.** We do not usually accept pupils we have not met as we need to determine whether or not we can meet their needs. We then make a response in writing to agree the placement or to explain why this is not possible back to the SEN Panel. There are strict regulations as to why a school can refuse a placement.

4. **Refusal of a Placement.** The LA will consider carefully where a school does not feel that the placement is suitable. However, the final decision as to whether to name the school falls with the LA not with the schools and they can 'direct' a school to take a pupil.
5. **School is Named for Pupil Placement.** Once the school is named in the Statement or EHCP, the school receives a copy of the Statement or EHCP along with a request to begin the 'admissions and transitions process'. Once we are in receipt of this letter, we will make contact with families to organise for the admissions paperwork to be completed. We also share the information with our nursing team and organise, where possible, a joint meeting with families from the school and the nursing team. This meeting is to establish all the information we require to support admissions including producing care plans to ensure the health and safety of your child when they are admitted to school.
6. **Over-subscription.** The school is oversubscribed at present. We have agreed Published Agreed Number (PAN) of 120. We are currently working with the DfE to increase this to 140. However, we do not control admissions and places are allocated through the Local Authority. They consider parental preference but have to have regard to the health and safety of pupils already on the school roll. Where parents do not get their choice of school they have a right of appeal.
7. **Appeals.** Any appeals should be directed to the Local Authority SEND Placement Officer. The officer dealing with your application and contact details will be on any letter you receive.
8. **Tribunal.** Where parents are unsuccessful on appeal they have a right to go to tribunal.

Further information about the admission arrangements, appeals and tribunals for Bradford can be found here <https://bso.bradford.gov.uk/Schools/CMSPage.aspx?mid=3284>