



The Federation of Cherry Oak School, Victoria School and Victoria College

Admissions Policy

Introduction:

The Admissions Policy is determined by 'The School Admissions Code' and 'The Admissions Appeals Code' written by the Department for Children, Schools and Families (DCSF). Both codes are available from www.dcsf.gov.uk/sacode. As two Special Schools, Cherry Oak and Victoria are also governed by the LA admissions policy of Birmingham and these procedures are followed prior to the acceptance of any pupil.

Details available from SENAR, 1, Lancaster Circus, PO Box16289, Birmingham B2 2RZ or online at www.birmingham.gov.uk/senar

Procedures and protocol:

- The Commissioned number of pupils at each school each year will be determined between the Executive Head Teacher and the Local Authority.
- All pupils admitted to Victoria School have an Education Health and Care Plan for Profound and Multiple Learning Difficulties (PMLD), Physical Disabilities with a cognition and learning need and/or Multi Sensory Impairments.
- At Victoria if any pupils are admitted above the commissioned number this will be where gaps exist within a Key Stage/Year group and will require the LA to purchase an additional place.
- All pupils admitted to Cherry Oak School have an Education Health and Care Plan for Complex Cognition and Learning, ASC and/or Speech Language and Communication Difficulties.
- At Cherry Oak the maximum number of pupils will be 110, this is for health and safety reasons.
- Although the Multi Sensory Impairment Department at Victoria is a regional provision pupils are admitted by Birmingham SENAR.
- Victoria College has a separate Admissions Policy.
- On occasion requests are received from the LA to take pupils as part of the assessment process. This will be for no more than 26 weeks and is subject to review in line with availability of places and resources, as well as the efficient and safe operation of the school.
- The governing body of the Federation will receive formal requests for placements from the Local Authority. The school will consider each case on individual merits to ensure the pupil's needs will be best met within either Cherry Oak or Victoria and that the schools have the space, staffing and resources to accommodate the pupil within its existing operational organisation.

- Parents/carers, prospective pupils, their teachers and supporting professionals are advised to and are welcome to visit the school by prior appointment.
- School staff will make visits to both the pupil's school and family as necessary. When appropriate, staff will be supported by medical colleagues and translators.
- Once admission has been agreed teaching staff and/or senior members of staff may visit the new pupil in their existing school or centre.
- The school may offer taster sessions once a place has been offered, and is able to arrange phased entry into school life if that is requested.
- In common with other Birmingham schools Victoria School hosts a taster day for pupils and a parents meeting for pupils transferring between schools at end of Key Stage 2.
- At Cherry Oak although most children enter school at nursery or reception age they can be admitted up to Year 6 depending on availability of spaces.
- At Victoria School the majority of children are admitted to the Early Years Department however children can be admitted at any age up to 19 years depending on the availability of spaces.

Date accepted by Governors

4/10/17

Date of Implementation

Reviewed:

Date for Review

