




Baytree School

Admission Arrangements

Mandatory/Non-Mandatory	Mandatory
Model Policy	
Annual/Bi-Annual	Annual
Date Ratified by FGB	7 th May 2025
Signed (Chair of Governing Board)	
Next Review Due	May 2026

Baytree School is a Specialist School for children and young people who have Severe and/or Profound and Multiple Learning Difficulties in North Somerset. We support learners aged between 3 and 19 years across our Weston and Clevedon Campus.

Whilst North Somerset LA is the main admitting authority for Early Years learners and those of statutory school age the school is open to admitting learners from other Local Authorities and takes the decision to place a child following consultations with the Governing Body. At Baytree School, this consultation process is delegated to the Headteacher. As the host Local Authority, North Somerset funds the base cost of £10,000 per learner under 16 years of age. However, the commissioning Local Authority will be responsible for the top-up value for the learner. The value of the top-up funding, which is based on the provision the child will need in the school, forms part of the consultation with the Headteacher.

Whilst the Education Funding Authority is the funding agency for learners' base element costs in post-16 provision, and learners can join the post -16 provision without having attended the school, it is for the commissioning Local Authority to fund the top-up value of the placement.

The following criteria for admission apply:

- The learner will have Severe or Profound and Multiple Learning Difficulties. A child with complex needs will generally have learning difficulties with a combination of associated difficulties related to communication and/or physical and sensory needs
- All learners admitted will have an Education Health and Care Plan (EHCP) or be under assessment awaiting an EHCP.
- The school caters for learners aged 3 to 19. Learners can be admitted at any age providing there is space in the appropriate class / key stage and that the balance of the group can be maintained.
- The needs of the learner will be considered alongside the needs of the whole school population.
- At times staff will need to develop new skills in order to meet the complex needs of an individual learner; at these times we may negotiate an appropriate admission date in order for us to plan and prepare for the new learner to have a smooth transition into school and then to settle in swiftly.
- Admission will depend upon the number of places available and the top-up value funding that the commissioning Local Authority agrees to pay. Top-up funding values for North Somerset learners are based on an agreed banding structure. The school is open to sharing this banding structure with other commissioning Local Authorities, but neither party is bound by this structure.
- Admission will depend upon the number of places available and the type of place required. A balanced intake is necessary to continue to provide high quality education for the children.

Admission Process

- Parents/carers are welcome to contact the school to arrange for an informal visit whilst they are deciding which school is the best for their child. If this has not happened then the commissioning Local Authority will ask the school to arrange for

the parents/carers to visit and tour the school, spending time with a member of the senior leadership team.

- Using the EHCP or draft EHCP, the commissioning Local Authority will formally consult with the school's Governing Body on both the placement and the top-up value. At Baytree School, this consultation process is delegated to the Headteacher who will keep the Governing Body informed of new admissions.
- We may contact previous educational establishments and professionals involved with each learner and visit them in their current placement if practicable.
- Transition arrangements will be planned carefully to meet the needs of each child and family.
- Our School Health Lead will invite parents/ carers prior to admission to explain their child's medical and care needs and from this a Care Plan will be drawn up; in some cases, this may be managed by specialist health professionals. This information will be shared with other staff in the school so that we can plan and prepare carefully for a child's successful transition into school.

Complex Needs

Where the school is asked to admit a child who has complex needs the following procedure may be followed:

1. The school will invite all involved agencies (including parents) to a Multi-Agency Meeting.
 2. The aim of the meeting will be to identify actions and steps needed to be taken by all agencies to ensure a successful transition into school.
- For Health & Safety reasons the child will only be admitted when all identified needs can be met through the provision of appropriate resources.
3. Regular multi-agency reviews will occur if required.
- Where a change in condition/needs is identified, Governors (normally Chair of Governors and Headteacher) will need to be assured that **all needs are met in order that the child's health and safety is not put at risk by remaining at school.**
 - In the case of dispute, the Governing Body is consulted.

Summary

The needs of the learners already in the school are paramount.

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Policy Review

<u>Reviewed by FGB:</u> 11 th May 2022	<u>Reviewed by FGB:</u> 8 th May 2024	<u>Reviewed by FGB:</u> 7 th May 2025		
<u>Next Review due:</u> May 2023	<u>Next Review due:</u> May 2025	<u>Next Review due:</u> May 2026		