



BRIDGE HOUSE INDEPENDENT SCHOOL

ADMISSIONS POLICY

Updated	June 2020
To be reviewed	June 2022 (or subject to change in DfE guidance)

Bridge House supports some of Lincolnshire's most vulnerable young people from across Primary to Secondary aged pupils. Specialising in meeting the needs of pupils holding an education, health and care plan (EHC Plan). Bridge House offers a highly individualised approach to the personal development of our cohort including a rigorous curriculum offer that aspires for all pupils to access and achieve GCSE qualifications in Key Stage 4.

The Bridge House Ethos:

- **RESPECT:**

A passion to include everyone, treat everyone equally and celebrate differences.

- **TRUST:**

A commitment to healthy and open relationships.

- **ASPIRATION:**

A belief that things can change and be transformed for the better.

- **ACHIEVEMENT:**

An expectation that every pupil fulfils their potential.

Our school is committed to providing a relaxed and stimulating environment in which all pupils can feel happy, secure, valued and confident to learn, achieve and make progress. We regularly use a variety of standardised assessments so that pupils and staff know where they are starting in order for progress to be made. SLT use this data to measure the performance of individuals, groups and the school.

We share the Government's commitment to; help children achieve more.

We believe that every child matters and has the right to:

- Stay safe.
- Make a positive contribution.
- Be healthy.
- Achieve economic wellbeing.
- Enjoy and achieve.

Bridge House welcomes pupils of all faiths, cultures, race and family backgrounds and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities policy. We will not discriminate on grounds of; gender, age, religion or belief, physical ability or disability, learning ability, other special needs or academic or sporting ability, race (including colour, nationality, ethnicity, family, cultural or linguistic background), sex, sexual orientation, gender reassignment pregnancy or maternity.

The Local Authority will have deemed that a child may be suitable through a clear assessment and referral process which results in papers being submitted to the school as part of the consultation process.

Admission is based on:

- Full and detailed information being supplied by the referring agency or school. (Please note Bridge House work within the law by following the General Data Protection Regulation. Please see the school's GDPR policy for full details).
- A copy of the school home/agreement form or admissions form from the referring agency or school.
- A visit to Bridge House by the pupil and parent/carer.
- An initial risk assessment being completed based on information provided by the referring school / agency, parent or carer and where necessary, other outside agencies.

Bridge House is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2013. From the beginning of the first day on which it has been agreed that the pupil will attend, an entry will be made in the Admissions Register.

As an Independent School, the Head Teacher reserves the right to refuse entry if the school's structure does not meet the educational, pastoral or social needs of the pupil concerned.

A place at Bridge House is offered through the referring agency / school.

Admissions Register

On taking up a place at Bridge House an entry is made on the Admissions Register. The Admissions Register is held on electronic format on the School's main database. The Admissions Register is stored on the computer, copied electronically to a back up memory device and reproduced in hard copy via a monthly print out. The person responsible for the administration of the Admissions Register is the Administrator.

The following items are recorded on the Admissions Register:

- Full name.
- Gender.
- Name and address of all parents/guardians with an indication of the parent/guardian with whom the student normally resides.
- At least one telephone number at which the parent/guardian can be contacted in an emergency.
- Date of birth.
- Date of admission/re-admission.
- Name of previous school.

Copies of the Admissions Register are held at the school for a minimum of 3 years and will be made available for inspection.

The Admissions Register allows for the inclusion/deletion from the register and is done in line with the Education Pupil Registration (England) Regulations 2013.

Signature

Date

Carl Smith
Executive Head Teacher