



Admissions Policy

March 2023

- 1.1 The Local Authority is the “Admitting Authority” and all learners’ admissions will be considered fairly and equally. All admissions to the school are managed by the Local Authority (www.plymouth.gov.uk/schooladmissions) through the Single Multi Agency Panel (SMAP) chaired by an officer of the Local Authority. The school caters for children and young people principally from the City of Plymouth. The Admissions Panel is a multi-disciplinary group comprised of officers from the Learner Support Section, Headteachers, SEN Advisor, Educational Psychologist, Preschool Advisory Teacher and representatives of the Health and Social Services. SMAP meets on a weekly basis and emergency panels will be convened if required. SMAP will refer complex placement issues to the Matching Panel, comprising of Special School and Support Centre representatives. Placement in the nursery provision of the school does not assure a school place when learners reach statutory school age, unless the Education Health and Care Plan is finalised and names the school as the appropriate educational provision.
- 1.2 Cann Bridge School current Department for Education designation is for learners aged 2 -19 with complex cognition and learning needs. The school has 92 places available for (72 learners from 3–16 years and a further 20 places in Post Bridge College for post-16 students). The maximum number of learners is dependent on the range of needs represented within the learner population and may require variation should the proportion of learners with exceptional needs change significantly
- 1.3 Learners who are deemed suitable to attend the school must have an Education Health and Care Plan (EHCP). Ideally, the highest area of EHCP need should be identified as being in the Cognition and Learning Need. This will be used when assessing applications.
- 1.4 Occasionally, there may be applications from families when the school is at full capacity. An assessment of the child’s application will be undertaken and responded to by Plymouth Local Authority as per the usual process. As the Admitting Authority, they will then respond to the Requesting Authority. Following application for First Tier Tribunal proceedings, the school will undertake a detailed analysis of the current situation and state their ability to accommodate the child. Participation as a witness in a Tribunal will be the role of senior leaders.
- 1.5 Operation of the Admissions Panel, including preparation of the agenda, will be the responsibility of the 0-25 Team at the Local Authority. Places are funded for learners from Plymouth, Devon and Cornwall. Negotiation of purchased places and recoupment are the responsibility of the LEA. All referrals from surrounding LEAs must be made to the Admissions Panel. Requests for admission may be made following advice by an Educational Psychologist, Pre-School Advisory Teacher or similar professionals from other LEAs. Parent/carers who have been professionally advised that a place may be appropriate for their child may request written reports from other professionals involved in the education of their child prior to a parental visit taking place. The offer of an available place will only be confirmed by the LEA when parents have visited the school and discussed placement with the Headteacher.
- 1.6 Once a child has been assessed as suitable for attending Cann Bridge School, and a place can be offered; learner funding agreements will be sought ahead of any agreement over places. Where learners’ assessed needs are not covered by the funding formula, such as when

exceptional care or support is required, then professional advice and assessment will be sought and an application for additional funding will be made to the Single Multi Agency Panel (SMAP) to meet learner needs. If funding is not forthcoming, then the place offer will be retracted. Learners' admission is dependent on professional referral, parental wishes, suitability of placement, place availability and LA approval. When the school learner admission number (PAN) is reached, no more learners may be admitted from any admitting authority without base and top-up funding.

1.7 Cann Bridge current PAN is agreed as 92 learners aged 3-19. The school has the discretion to increase these numbers if learners can be safely accommodated within appropriate groupings.

1.8 The Governing Body will be kept informed of all matters relating to the operation of the Local Authorities Admissions Policy through the Headteacher. The Governing Body seeks to reserve the right to determine the maximum number of learners that can be accommodated appropriately within the constraints of human and physical resources of the school. The Governing Body, through the Headteacher, reserves the right to determine whether the school can offer an appropriate place to a new learners.

Aims

- Equal access for any learner appropriately referred.
- A planned admission or transition from another educational setting.
- A shared understanding of the learner's needs between: parents, professionals, the school and the Local Authority.
- The school should not become over full nor have an excess of empty places.
- The Local Authority retains the status of "Admitting Authority".

Guidelines

- Learners are identified and referred by professionals.
- Parent/carers and/or the learners view the school.
- Staff review any paperwork and meet to agree the level of support specified in the EHCP.
- The learner's name is placed on the Local Authority Admissions Panel list for discussion/agreement.
- School will convene a multidisciplinary meeting to discuss the admission of the child to ensure a smooth entry to school.
- The learner visits for an informal period, sometimes with a parent/carer prior to starting full- or, if very young, part-time.
- Parent/carers are invited to spend time with medical, therapy and education staff to share information about their child.