

Brentwood School

Admissions Policy

Document Control	
Title	Admissions Policy
Owner	Brentwood School
Date Reviewed	January 2025
Related Documents	N/A
Review	1 year – Spring 2026



Brentwood is a Secondary Special School, meeting the needs of students with SLD, PMLD, autism and complex health needs aged from 11–19 years. Brentwood is the only secondary school of its type within the authority and serves the whole of Trafford. Brentwood School is co-located with Brentwood Community College.

Admission to the school follows a formal process of assessment by education professionals with multi-agency input including the Education and Health Care (EHC) team. All students have an EHC plan which identifies the major needs of the student.

Brentwood is an inclusive school and admits students irrespective of gender, disability, race or belief. (Please see Brentwood's British Values Statement (<https://www.brentwoodhighschool.co.uk/british-values-1/>)

The Local Authority (LA) is responsible for placing children in the school and will liaise with the school regarding admissions. They will consult the school regarding a place for each child. This will happen because they consider that the child's needs could be met by Brentwood School. If there is agreement that Brentwood School can meet the child's needs, the school will be named on the final EHC plan.

The Children and Families Act 2014 gives the parents of children with an EHC plan rights to express a preference about the school they wish their child to attend and requires the local authority to comply with the parents' request unless either or both of the following exceptions apply.

- a) The school is unsuitable to the child's age, ability or aptitude or to their special educational needs.
- b) The attendance of the child at the School would be incompatible with the provision of efficient education for the children with whom they would be educated or the efficient use of resources.

The authority has the final decision on which school to name in the EHC plan, but will take the views of the school's Governing Body into account.

Information which will be considered to assist the Local Authority in deciding whether or not Brentwood should be named in a child's EHC plan include:

1. Will admission of the child result in the school exceeding the Standard Admission Number?
2. Does the school currently cater for children with similar special needs?
3. If the child were to be admitted to Brentwood School, would their admission be incompatible with the provision of efficient education of other students, for example:
 - 3.1. Staffing (both teaching & non-teaching)
 - 3.2. Class size (would the admission of the student exceed the number for the class?)
 - 3.3. Teaching accommodation
 - 3.4. Non-teaching accommodation
 - 3.5. Travel arrangements

3.6. Any other relevant reason/s

Parents and carers are invited to arrange an individual tour of the school. This provides an excellent opportunity to see the school in action, and gives parents and carers the chance to ask any questions about the education and care provided, and an opportunity to appreciate the unique character of Brentwood School.

Excellent links with our primary feeder schools ensure a comprehensive transition programme is in place which gives parents and students the opportunity to familiarise themselves with Brentwood. This process allows Brentwood staff to develop their understanding of the individual needs of each student in order that there is as much continuity and as little disruption as possible for each student. Students are given the opportunity to visit Brentwood on transition visits supported by their primary schools, and bespoke transition arrangements are made where appropriate.

Any parents of prospective students are encouraged to read the website/prospectus and can arrange to visit the school by telephoning the Head teacher on 0161 905 2371.

Confirmation of the policy in respect of Brentwood School has been discussed by the Governing Body.

Signed by Brentwood School:			
Chair of Governors:		Date:	24.02.25
Headteacher:		Date:	24.02.25
Agreed at the Governing Meeting on:	24.02.25	Minute Reference:	13