

# BLACKFRIARS ACADEMY

## Admissions Policy

*Developed:*  
March 2017

Date Reviewed:  
September 2023

Next Review Date:  
September 2024



# ADMISSIONS POLICY

## Context

Blackfriars Academy is a generic special secondary academy for students aged from 11 – 19 years. Students have a wide range of special educational needs including autism, emotional and learning difficulties some having complex learning, sensory and associated medical needs. Blackfriars Academy is located in Newcastle under Lyme, Staffordshire. We serve families from Staffordshire, Shropshire, Stoke and East Cheshire and are proud to be members of the Shaw Education Multi Academy Trust.

Blackfriars Academy has specialised provision for meeting the needs of students for whom a mainstream school would have difficulty in meeting those needs. For admittance, students will need to have either a statement of special educational needs, an Education Health Care Plan or will be on an assessment placement pending the provision of an EHCP.

A full description of our provision is described in our Local Offer which is available to read or download from our academy website: <http://www.blackfriarsacademy.org.uk/>

## Admissions Arrangements

Our planned places number is agreed annually with the local authority. This can vary year on year depending on our capacity to meet the needs of our complex population of students.

Admission to the Academy is through the Send, Assessment & Planning Service at the Local Authority. Admissions are carried out throughout the year as required to meet individual needs.

We may have capacity to admit a student to a particular Key Stage when another Key Stage may be full to capacity. This may result in sometimes having to decline a request for a placement even though we may not have reached our overall planned place capacity number

## Mission Statement/Aims

Blackfriars Academy provides a safe, secure and positive environment where both students and staff are given the opportunity to achieve the best that they can be.

We aim to provide:

- An inclusive and stimulating curriculum
- Close liaison with Parents/Carers and other service providers
- A safe and secure learning environment
- Opportunities for success at every level
- Links with other local schools/academies
- Skills to prepare students for life beyond Blackfriars Academy

## Procedures

Students are assessed to ensure we are able to meet all learning, social, care and emotional needs. This helps to ensure students are allocated to the appropriate teaching group and follow an appropriate curriculum. We are able to meet the needs of students aged between 11-19 with complex and profound needs; severe learning difficulties; students with autism (across the whole spectrum) and those with moderate needs whose needs cannot be met in mainstream schools/academies.

## Transition

Prospective parents are invited to an informal meeting/tour of the school with Principal or Deputy Principal

These meetings with individual families are held throughout the academic year, please ring for an appointment.

Staff will meet with the parents/carers and professionals involved with the child to ensure a smooth transition reflecting the individual needs of each child. Parents will receive an Admissions booklet which includes a range of admission papers and consent forms for them to complete. The school nurse will discuss and help you to complete all medical papers.

For students starting at the beginning of the academic year they are invited to a series of transition visits during the spring and summer terms supported by staff from primary school/academy.

Staff from Blackfriars Academy will visit students in their current educational setting, where this is appropriate, to observe them in a familiar classroom and social environment. Discussions and sharing of information is key during the transition phase.

Where possible, a member of the Blackfriars Academy team attends the final Annual Review meeting of incoming pupils at relevant feeder schools/academies.

An informal coffee morning is held for parents/carers in the spring term and followed up with a second one in the summer term to give them parents and carers an opportunity to meet with key staff and ask questions.

## Transition Programme

### Aims

- To ensure all parents, carers, education professionals and students have access to quality transition arrangements when transferring to Blackfriars Academy.
- To remove perceived transition barriers (social, physical and emotional) to ensure admission is a positive experience and students feel secure during the process.
- To transfer student information and data to aid provision planning and resource allocation.
- To ensure all information regarding any safeguarding incidents is transferred in a safe and confidential way to the safeguarding team at Blackfriars Academy

- To ensure all medical information and care plans are shared in order to ensure medical needs provision is carefully planned.

If you think Blackfriars Academy may be able to meet the specialized needs of your child, please contact us for an initial informal discussion about your child's needs and your individual circumstances.

In the first instance please ask to speak to Alison Parr, Principal.

The academy contact number is: 01782 987150 or you can contact our receptionist, Mrs Shutt, by email: [admin@blackfriars.set.org](mailto:admin@blackfriars.set.org)

You will need to contact Staffordshire Local Authority to discuss all schools / academies that may be able to meet the needs of your child. The Local Authority will make a recommendation of the nearest school/academy that can meet the needs of your child.

The Local Authority can be contacted via:

**SINGLE POINT OF ACCESS (SPA) on 0300 111 8007**

or by viewing their website at:

<http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/admissions.aspx>

You can contact the School Admissions and Transport Services via:

1. Email: [admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk)
2. Telephone: 0300 111 2007 and select option for 'School Admissions and Transport'
3. Post: School Admissions and Transport Service, Tipping Street, Stafford, ST16 2DH

### **The Local Authority's Special Educational Needs and Disabilities Web Pages:**

As there are many changes taking place in response to the national SEND reforms, information and processes within the Local Authority are changing and updating regularly.

The following link is available:

<https://www.staffordshireconnects.info/kb5/staffordshire/directory/localoffer.page?localofferchannel=0>

**For advice and guidance from other parents** and children and young people with a disability of learning need, you may wish to contact the Staffordshire Parent Action Network (SPAN).

See their website at: <http://www.span-info.co.uk>

### **Review**

The Academy Council reviews the policy every two years. They may review the policy earlier than this, if the government introduces new regulations, or if they receive recommendations on how the policy might be improved.

**Reviewed:** September 2023

**Ratified by Academy Council:** September 2023

**Review Date:** September 2025