BRAMLEY OAK ACADEMY

London South East Academies Trust

Admissions Policy

Responsible post holder	Headteacher
Approved by / on	September 2025
Next Review	September 2026

Reviewed annually – next review: September 2026

INTRODUCTION

Bramley Oak Academy is part of the London South East Academies Trust (LSEAT). We provide education and support for pupils who present with social, emotional and mental health difficulties, including pupils on the autistic spectrum.

Admission into the schools is dependent on the pupil having an Education Health Care Plan (EHCP). No referrals may be made by a parent/carer or other agency as all referrals come through the referring Local Authority.

All admissions comply with statutory guidance.

ADMISSION TO BRAMLEY OAK ACADEMY

Pupils referred to Bramley Oak Academy have EHCPs which identify social, emotional and mental health needs (SEMH) as the presenting area of difficulty. Many pupils will have other diagnoses and present with multiple areas of need including a high number with autistic spectrum disorders (ASD).

In order to be admitted, pupils will be discussed at the local SEN Panel and then, following the recommendations of the panel and the Case Worker's discussion with parents / carers, referral papers sent to the school for consideration. Pupils discussed at the panel may include those from other Local Authorities.

Decisions over the offer of a place will be based on the following:

- SEMH is the primary presenting need (communication and language difficulties/ASD/SEMH are often co-presenting).
- There is space in the appropriate year group or key stage or the school is able to adapt classes to match the ability and needs of the pupil to the group.
- The child / young person would benefit from the placement and it is the best fit for their needs as determined by the referral information, parent / carer visit and meeting with the child.
- There is no increased risk which cannot be managed by the school to the other pupils or to the pupil themselves indicated by wider professional information sharing.

Where pupils are referred to the schools by other boroughs / local authorities, the schools will direct the referrer to the Surrey Placements team for transparency. Only referrals through the Surrey SEN Placements are considered but top up funding is only set by the Surrey Local Authority for in-borough pupils. With out of borough pupil top up determined under the Charging Policy of LSEAT.

ADMISSIONS PROCEDURE

- Bramley Oak Academy can only accept consultations made by the Surrey SEN department.
- On receiving consultation papers from Surrey SEN, Bramley Oak Academy will respond within the statutory 15 calendar day period.
- The School Admission Team will speak to the parent/carer and arrange a tour of the school by appointment.
- Assessment of the pupil will be carried out and a further trial time may be arranged.
- If agreed, a start date will be agreed with a parent/carer admissions meeting. Students will have the opportunity to complete baseline assessments and meet their peers.
- In some cases, a bespoke transitional period may be agreed in consultation with parents/carers, SEN and the school.