

BIRMINGHAM INDEPENDENT COLLEGE

ADMISSIONS POLICY

1. Introduction

Students are referred to Birmingham Independent College (BIC) by Birmingham Local Authority's Special Educational Needs Assessment & Review team (SENAR) plus other Local Authorities' SENAR teams.

SENAR is responsible for allocating secondary college places and maintaining Statements/Education Health & Care Plans (EHCP's) of children with special educational needs.

BIC accepts pupils with Statements/EHCP's from all wards within Birmingham and also from other neighboring Local Authorities.

Any child with a Statement/EHCP is required to be admitted to the college that is named in their Statement/EHCP. This gives any such child overall priority for admission to the named school.

2. Looked After Children (LAC)

Looked after children are recognised as individuals with many of the same needs as any other child referred to BIC. Designated Teacher makes sure that statutory guidance is followed to ensure that LAC are not disadvantaged during the admission process or indeed at any time during their placement at BIC.

3. Referrals

Students can be referred from Year 10 and can transfer from various educational establishments, including special and mainstream schools, the Home Teaching Service and pupil referral units.

All referrals for placements are carefully considered by the SLT to assess whether or not Birmingham Independent College can meet the child's needs as set out in their Statement/EHCP and that in doing so no child already on roll has their needs compromised. If it is decided that the child's needs can be met, a formal response is sent to the Local Authority and the admissions process as set out below begins.

4. Visits prior to Admission

All prospective students and their parents/carers are welcome to make a visit to BIC. BIC has no objection to any Agencies that might be working with the family also attending.

On receipt of the Panel approval from SENAR for a student to be placed at BIC, the Operations Manager will endeavour to make contact with parents/carers to arrange a visit to the college to meet a member of the SLT, staff, other students and a tour of the building.

The visit provides a no obligation opportunity to see what BIC has to offer, its ethos and expectations, as well as a chance to ask any questions and discuss the placement. It is BIC's intention to make the visit a positive experience for all involved.

The Operations Manager, in the main, will meet the young person and their family/carers. Have an informal chat in the college and then take a tour around the college.

Parents/carers can then make a sound judgement as to whether or not they feel that BIC is a suitable secondary placement for their child.

An information pack is issued providing all relevant details about the college, and forms that might need to be completed.

It is usual practice for the child to attend the visit with their parents/carers. However, some parents/carers may wish to visit the college in the first instance without their child and BIC is happy to accommodate such requests.

5. Induction Process

- A referral is received from SENAR which is read by the SLT
- Contact is made with the student's previous college to ascertain information about the child pertinent to joining BIC.
- A formal response is sent to SENAR to confirm, or not, that BIC has a place, can meet the student's needs and a potential start date.
- SENAR then confirms that they will fund the placement for the student and all relevant documentation is signed and BIC is named on the student's EHCP.
- The student/parent(s)/carer(s) are contacted to arrange a visit to meet the SLT, staff, students and given a tour of the school. This meeting also ascertains background information on the student and adjustments that may be needed for college life.
- A draft transition schedule and lesson timetable is then devised and circulated to students/parents/carers for comments and negotiation to best support the students start at BIC.
- The agreed transition schedule, timetable and an overview of the student using their EHCP is circulated to students/parents/carers/staff.
- Dependent of the student level of academic achievement an assessment in English and maths is given to determine baseline levels.

CREATED: 12/09/2024

NEXT REVIEW: 12/09/2025