



Bowden House School & Bowden Primary School

ADMISSIONS POLICY & PROCEDURE

Bowden House School

Bowden House School is a specialist, weekly, residential school maintained by the London Borough of Tower Hamlets. The school is committed to supporting students between the ages of 9 – 16+ who present with a range of complex, social, emotional and mental health difficulties and additional learning difficulties. We admit students from a wide geographical area and all students have an Education, Health and Care Plan (EHCP). There are occasions where admissions can be made on an assessment basis or where there is a risk of exclusion from a mainstream or alternative, educational setting. The school's Governing Body has agreed that a maximum of 10 students who live within a reasonable catchment area of the school, can attend on a daily basis. The Governing Body is satisfied that this number will not affect the overall ethos of the residential aspect of the school and day students will always have the choice of participating in after school activities, if they wish.

The referral and admission process for day placements to Bowden House School, is the same as that applied to residential placements.

Criteria for admission to Bowden House School includes:

- availability of space in the required year group
- an Education, Health, Care Plan (EHCP)
- support of the placing Local Authority and Children's Services Department for Looked After Children
- active support and commitment from parents/carers
- the school's belief that they can meet the student's needs
- compatibility both in the learning and residential environments
- understanding and acceptance of the expectations stated in the Student Handbook ([see Student Handbook for details](#))

As Bowden House is exempt under the Schools Admission Code (December 2014, Section 12), the school does not have an over-subscription criteria and therefore considers referrals for admission under its Criteria for Admission, detailed above.

The majority of the students referred to Bowden House School are resident in the maintaining authority but admissions are offered to students from other boroughs including day students who live local to the school.

How to make a referral - Local Authorities:

Initial enquiries about vacancies in Year groups/visits or information about the school, can be made directly to the school by phone or e-mail. Referrals are sent to the London Borough of Tower Hamlets, SEND Department.

The SEND Department
London Borough of Tower Hamlets
Mulberry Place
5 Clove Crescent
London, E14 2BG
Tel: number: 0207 364 4462
Fax number: 0207 364 4303
e-mail: SpecialEducationalNeeds@towerhamlets.gov.uk

It is important that as much information as possible is provided by the referring authority to ensure that Bowden House School is able to fully meet the needs of the students referred for admission.

The school and the LBTH SEND Department (if applying via LBTH), will require the following:

- an EHCP
- the most recent Annual Review
- the most recent school/PRU/alternative provision report including current levels of educational attainment (SATS, etc)
- the most recent report from an Educational Psychologist
- any relevant Social Services involvement
- current social/family composition and history including details such as Care Orders, a Child Protection Plan, Child in Need, etc and any other agency involvement such as CAMHS, YOT, etc.
- any relevant medical information or specific requirements, e.g., Speech & Language support
- details and description of any relevant behaviour patterns.

The process:

- all referrals from LBTH, the school's maintaining authority, are sent directly to the school following consideration/agreement for a placement by the Special Educational Needs Disabilities Panel
- all referrals from other Local Authorities should agree funding before they approach Bowden House School or the schools' maintaining authority (LBTH) to request a placement
- the school accepts referrals for students on an assessment basis prior to the completion of their EHCP
- reports are received at the school from the maintaining Local Authority and discussed by members of the school's Senior Leadership Team (Executive Headteacher and the Student & Family Co-ordinator) who assess whether the referred student meets the criteria for admission
- after considering the request for a placement, the referring Local Authority is contacted and arrangements made to visit the school

- Local Authorities and parents/carers are encouraged to view the school's website for details on what the school has to offer prior to the visit
- the school's Student & Family Co-ordinator will arrange to meet with the prospective student and his parents/carers and/or Social Worker, if applicable, prior to a visit to the school
- the Student & Family Co-ordinator will also arrange home visits at the request of the Local Authority or once agreement has been made to secure a placement
- a Student Handbook offers information about life in the school in a 'user friendly' format and provided during the visit which will also be the opportunity to clarify/share any queries/concerns from the school or the parents/carers/Social Worker
- following the meeting and/or visit, the Student & Family Co-ordinator for the school will complete a 'Student Profile' for the staff which provides current information and a précis of the requested documents, e.g., family composition/dynamics; educational history and social difficulties, etc.

The interview:

- arrangements for an interview, on a more formal basis, are made directly to the school informing the referring Local Authority of this next stage. The interview also offers an opportunity to further assess the suitability of a placement
- parents/carers and the student will meet with the Executive Headteacher or nominated member of staff in the absence of the Executive Headteacher and will be accompanied around the school offering opportunities to talk to staff and other students in the classrooms/dining-hall and the residential areas
- parents/carers and the student are invited to lunch which is an integral part of life at Bowden House School and sharing a meal with staff and students can provide the opportunity for more informal discussion. Following lunch, the formal interview will take place with all parties and clarify any outstanding issues that may have arisen from the visit. Other areas for discussion will include:
 - how students are kept safe and how they can contribute to their own safety ([see Safeguarding and the Protection of Children Policy & the Student Handbook](#))
 - the expectation of parents/carers acting as partners with the school
 - how contact with home will be maintained during the week ([see Student Handbook](#))
 - transport arrangements to and from the school ([see Student Handbook – this will also be discussed at the meeting](#))
 - the activities programme outside the school day
 - the schools' Rewards & Sanctions system
 - the school's 'Privilege System'
 - the use of Positive Handling - restraint including reasonable force ([see Behaviour in Schools Policy](#))

- the actions following a student absconding ([see Absconding Policy](#))

There is an expectation that a decision to attend the school should be carefully considered by all parties. The family/carers will be given the opportunity to discuss the offer of a place and then expected to contact the school via e-mail or phone with their decision to accept the offer of a placement. When this request has been received, a final decision will be made by the Senior Leadership Team and the family/carers and any other parties, informed.

Admission and beyond

- upon admission, every student will participate in a phased Induction Programme
- will be allocated an academic tutor and a mentor
- there will be on-going communication between the school and the student's parents/carers to further strengthen the partnership
- an Initial Review is held at the school after six weeks following admission to assess and record progress/concerns and identify any additional support that might be required
- an initial assessment by the Speech & Language Therapist will propose continued support, if required
- every two weeks a 'Privilege Meeting' is held to review academic and social progress and to reward the student for his efforts with Bronze, Silver or Gold status. Negative behaviour can result in the removal or demotion within the Privilege system
- an Annual Review is held at the school to review the student's EHCP to ensure that it accurately reflects the needs of the student and that the school is meeting its obligation to provide the necessary resources and support to contribute to a successful placement. It is also the opportunity to assess progress and/or discuss any concerns together with planning for the following year. Parents/carers are expected to attend this meeting

The school will provide:

- high quality education and care for students who have experienced instability within their family and educational life and who may have very low self-esteem with serious difficulties relating to adults and to other young people
- an initial assessment and on-going support from the Speech & Language Therapist
- support/advice from the Highly Specialist CAMHS Practitioner
- individual/intensive support from the Literacy & Numeracy Consultant
- the services of the school's Student & Family Co-ordinator who will provide on-going support to parents/carers and the students
- an academic and social programme able to meet the needs of each student as outlined in his EHCP

Local Authorities outside the London Borough of Tower Hamlets will be required to enter into an Individual Placement Agreement and Contract with the school to comply with the SEN Reform Act.

Bowden House School recognises that a residential placement is a considerable commitment. Placing authorities/families and/or Social Workers are welcome to visit the school and discuss, on an informal basis, how this school meets the needs of students with social, emotional and mental health difficulties and how these needs are addressed within a stable, nurturing and stimulating environment.

Parents/carers who wish to request a placement at Bowden House School should contact their Local Authority who will advise them on the process for admission.

Parents/carers are welcome to visit the school prior to approaching their Local Authority for a placement.

Bowden Primary School

Bowden Primary School is a special, day school also maintained by the London Borough of Tower Hamlets and is the primary sector of Bowden House School sharing the same ethos and aspirations for its pupils. The school is located within a mainstream, primary school in the borough and therefore serves the local community for primary-aged pupils whose EHCP states that they require specialist provision.

As a special school, Bowden Primary School is exempt from the Schools Admission Code (December 2014) which was issued under Section 84 of the School Standards and Framework Act 1998 following Consultation under Section 85(2).

Criteria for admission to Bowden Primary School includes:

- availability of space in the required year group
- an Education, Health, Care Plan (EHCP)
- support of the Children's Services Department for Looked After Children
- active support and commitment from parents/carers
- the school's belief that they can meet the pupil's needs

All pupils referred to Bowden Primary School are resident in the maintaining authority (LBTH).

How to make a referral:

Initial enquiries about vacancies in Year groups/visits or information about the school, can be made directly to the school by phone or e-mail. Referrals are sent to the London Borough of Tower Hamlets, SEND Department.

**The SEND Department
London Borough of Tower Hamlets
Mulberry Place
5 Clove Crescent
London, E14 2BG**

Tel: number: 0207 364 4462

Fax number: 0207 364 4303

e-mail: SpecialEducationalNeeds@towerhamlets.gov.uk

It is important that as much information as possible is provided to ensure that Bowden Primary School is able to fully meet the needs of the pupils referred for admission.

The school will require the following:

- an EHCP
- the most recent Annual Review
- the most recent school/alternative provision report including current levels of educational attainment (SATS, etc)
- the most recent report from an Educational Psychologist
- any relevant Social Services involvement
- current social/family composition and history including details such as Care Orders, a Child Protection Plan, Child in Need, etc and any other agency involvement such as CAMHS, YOT, etc.
- any relevant medical information or specific requirements, e.g., Speech & Language support
- details and description of any relevant behaviour patterns.

The process:

- all referrals from LBTH, the school's maintaining authority, are sent directly to the school following consideration/agreement for a placement by the Special Educational Needs Disabilities Panel which meets every 6 weeks
- the school accepts referrals for pupils on an assessment basis prior to the completion of their EHCP
- referrals are discussed between the SEND Department and the Head of School who jointly assess the suitability of the placement
- after considering the request for a placement, arrangements are made to visit the school
- parents/carers are encouraged to view the school's website for details on what the school has to offer prior to the visit
- the school's SEMH Practitioner will arrange to meet with the prospective pupil and his parents/carers and/or Social Worker, if applicable, prior to a visit to the school
- the SEMH Practitioner will also arrange home visits once agreement has been made to secure a placement
- following the meeting and/or visit, the SEMH Practitioner for the school will complete a 'Pupil Profile' for the staff which provides current information and a précis of the requested documents, e.g., family composition/dynamics; educational history and social difficulties, etc.

The interview:

Arrangements for an interview, on a more formal basis, are made directly to the school which also offers an opportunity to further assess the suitability of a placement

Parents/carers and the pupil will meet with the Head of School to discuss:

- how pupils are kept safe and how they can contribute to their own safety
- the expectation of parents/carers acting as partners with the school
- how contact with home will be maintained during the week
- transport arrangements to and from the school
- the schools' Rewards & Consequences system
- the use of Positive Handling - restraint including reasonable force appropriate for primary aged pupils
- the actions following a student absconding ([see Absconding Policy](#))

There is an expectation that a decision to attend the school should be carefully considered by all parties. The family/carers will be given the opportunity to discuss the offer of a place and then expected to contact the school via e-mail or phone with their decision to accept the offer of a placement. When this request has been received, a final decision will be made by the SEND Team and the Head of School and the family/carers and any other parties, informed.

Admission and beyond

- upon admission, every pupil will participate in a phased Induction Programme
- there will be on-going communication between the school and the pupil's parents/carers to further strengthen the partnership
- an Initial Review is held at the school after six weeks following admission to assess and record progress/concerns and identify any additional support that might be required
- an initial assessment by the Speech & Language Therapist from Bowden House School, who will propose continued support, if required
- an Annual Review is held at the school to review the student's EHCP to ensure that it accurately reflects the needs of the pupil and that the school is meeting its obligation to provide the necessary resources and support to contribute to a successful placement. It is also the opportunity to assess progress and/or discuss any concerns together with planning for the following year. Parents/carers are expected to attend this meeting

The school will provide:

- high quality education and support for students who have experienced instability within their family and educational life and who may have very low self-esteem with serious difficulties relating to adults and to other young people
- an initial assessment and on-going support from the Speech & Language Therapist

- support/advice from the Highly Specialist CAMHS Practitioner based at Bowden House School
- the services of the school's SEMH Practitioner who will provide on-going support to parents/carers and the pupils
- an academic programme able to meet the needs of each pupil as outlined in his EHCP

February 2018
Reviewed April 2019
Up-dated May 2019
Up-dated January 2023

School: Bowden House & Bowden Primary

Policy: Admissions Policy & Procedure

Agreed: Spring Term 2023

Responsibility: Governors

Review Date: Spring Term 2025

Signed: _____
Chair of Governors

Date: _____