

Admissions Policy



Oxlow Bridge School



Partnership Learning

Approved by: Hermann Farrington (Chair of Governors)

Reviewed and evaluated:

Ratified by Governors: November 2025

Next Review date: November 2026

1. Introduction

Oxlow Bridge School is an all-through special school catering for pupils from 3-19 years-old pupils with profound and multiple learning disabilities. The school is a designated academy and is controlled by the Partnership Learning Trust.

The admissions policy has been drawn up in order to ensure that children with profound and multiple learning difficulties are Admitted in a systematic efficient manner and that placement is made with confidence that the school can meet the special educational needs of each pupil.

2. Principles

The admissions authority for the school is that of local authority SEN admissions/placement teams. The school admissions policy conforms to that of the DFE Special Educational Needs Code of Practice 2015. The Equality Act 2010 prohibits schools from discriminating against disabled children in respect of admissions for a reason related to their disability.

The school expects that all pupils referred to them for admission will have profound and multiple learning disabilities and be compatible with the learning of the current cohort. Pupils with PMLD can be defined as having:-

“Profound and multiple learning difficulties as well as complex learning needs. In addition to very severe learning difficulties, pupils have other significant difficulties, such as physical disabilities, sensory impairment or a severe medical condition. Pupils require a high level of adult support, both for their learning needs and also for their personal care. They are likely to need sensory stimulation and a curriculum broken down into very small steps. Some pupils communicate by gesture, eye pointing or symbols, others by very simple language.” The Salt Review 2010.

Admission to Oxlow Bridge School is when the school is the named educational provision recorded in a pupil's Education, Health and Care plan (EHC).

The Local Authority will provide the school with any reports, assessments or documents relating to the child. The school will not be expected to consider the suitability of a request for admission without receiving all relevant paperwork outlining the child's needs.

Oxlow Bridge School will agree to be the named school in a pupil's final EHC plan, except where we feel the following conditions may apply:

- the school cannot meet the child's SEND needs;
- the placement would be an inefficient use of resources;
- the placement would be incompatible with the efficient education of the other children with whom the child will be educated

3. Assessment Placements

The governors of Oxlow Bridge School recognise that it is not always possible when pupils are very young or new to the country to determine their level of special educational health and social care needs. Where necessary a Local Authority may request the school to admit a pupil for a period of assessment in order for the child's needs to be determined. If this is the case the school will produce a report in the timescales determined to inform the content of the EHC plan. This report will conform to The Special Educational Needs Code of Practice 2015. As Oxlow Bridge will be admitting nursery aged pupils, it is expected that these pupils may be on an assessment placement pending the issue of an EHC plan

4. Admission Criteria

A young person is eligible to be offered a place at Oxlow Bridge School if they meet the following criteria:

- they have an Education Health Care Plan or are undergoing a statutory assessment of their needs.
- the needs of the learner could be met within our school's resources without adversely affecting any other learner currently attending.
- there is a consensus among professionals that the young person would benefit from our provision which is discussed by the EHC Team of the London Borough of Barking and Dagenham panel.
- the young person referred has a profound and multiple learning disability and in addition they may also have other needs including sensory impairment, complex medical needs and communication difficulties.
- the school has a vacancy.

We do not have a waiting list as all cases need to be considered by the EHC Team of the London Borough of Barking and Dagenham.

5. Admissions Procedure

Parents/Carers of prospective pupils are welcome to arrange a visit of the school. A visit does not constitute acceptance of placement at Oxlow Bridge School.

Parents/Carers of children wanting consideration to attend Oxlow Bridge School must be processed via London Borough of Barking and Dagenham (LBBD) EHC team in partnership with the School.

Any children wishing to be considered from outside of LBBD need to make contact with the EHC team in the first instance. Consultation paperwork needs to be sent to both the EHC team and the School.

Where Oxlow Bridge School is named to any 'out of borough' pupils the referring authority accepts financial responsibility for the placement funding alongside 'top up' funding of the place plus 5% administration fee from the date of admission.

Oxlow Bridge School will receive a formal consultation from the EHC team with all the supporting paperwork.

Oxlow Bridge School will assess the supporting paperwork to make an initial decision. Oxlow Bridge School staff will make arrangements with the child's current provision/home to visit the pupil for observation and discussion about their needs and abilities.

The Leadership Team will enter a discussion to see if:

- the child's needs can be met within Oxlow Bridge School and
- if there is currently a space within a relevant class to meet the child's needs and abilities.

Oxlow Bridge School will then notify the LBBD EHC team of their decision in writing within 10 days of the consultation being received.

Where the outcome response to the consult is positive, the EHC team will make contact with the parents/carers and the current setting to advise them of the outcome.

Oxlow Bridge School will then make contact with the parents/carers to arrange a home visit to gather more information about the pupil. Health professionals will also be asked to support admissions meetings where needed.

Oxlow Bridge School will provide parents/carers with a new starter pack, which includes information about the school, how to apply for transport, how to apply for free school meals (if applicable), uniform details and documents such as emergency contact forms, permission forms, medication forms etc. for the parents/carers to return to school before the pupil is given a start date.

Once all the paperwork is completed and returned to Oxlow Bridge School, we will contact the parents/carers and advise them of a start date.

Where the outcome response to the consult is negative, the EHC team will make contact with the parent/carers. Children will not be admitted into school unless the documentation has been received.

To find more details about the Local Authority admissions procedure, please contact the LBBD EHC Team on 0208227 2400 or email ehc@lbbd.gov.uk.