**Fox Hollies School**

**Admissions Procedure**



Procedures adopted by the Governing Board:

**Summer 2022**

**To be reviewed Summer 2023**

Please also visit the LA local offer website

https://www.localofferbirmingham.co.uk/education-specialist-support-and-provision/specialist-provision/

And the local offer section of our school website

<https://www.foxhollies.bham.sch.uk/>

**Admissions Procedure**

Students seeking a place at Fox Hollies School will have an Education Health and Care Plan (EHCP) and be identified as having Severe Learning Difficulties.

If a parent or carer feels that their child would need a Special School placement at Fox Hollies this should be discussed with the Special Educational Needs Co-ordinator (SENCo) at the child’s school or setting who will be able to give more information regarding suitability and application.

The Local Authority (LA) is the Admissions Authority for all Special Schools. Once a school has been named on the EHCP paperwork, the LA will contact the school and send over the EHCP and any accompanying paperwork for the student referred.

**Fox Hollies school procedure for the admission of students**

The Head Teacher (delegated by Governors) reads the paperwork and assesses the suitability of placement at Fox Hollies

If the placement is likely to be suitable and further information is required, we will arrange to visit the student in their current setting

Once a decision is made as to whether the school feels it would be an appropriate placement and could meet the student’s need, a response is sent back to the LA to say whether or not the school is able to offer a place.

Places are only offered if there is physical capacity within the appropriate age group, learning pathway and within commissioned numbers as agreed with the LA.

If parents haven’t previously visited the school, we would invite them in to school for a visit.

The formal offer of a place will come via the LA and once school are notified we will contact parents and carers to complete relevant paperwork and plan for any transition work that may need to take place.

**Post-16 placements**

Fox Hollies caters for students aged 11-19 years old. For those already in the school, parents/carers will need to reapply for a post-16 place once their child is in year 11; this usually happens in the Autumn term.

Parents/carers will be sent a post-16 preference form by the LA asking you to state preferences for post-16 providers, including Fox Hollies should you wish them to continue at the school.

Applications are also considered for post-16 placements for students not already attending the school. These are considered and responded to in the same way as other placements.