



ADMISSIONS POLICY

Approved/reviewed by FGB	
	
Date of review	September 2025
Date of next review	September 2026

This policy is reviewed annually to ensure compliance with current regulations

ADMISSIONS POLICY

Lindsworth School is a Birmingham City Council residential special school with a capacity for 120 KS3/4 pupils and 24 KS2 pupils. There are up to 12 places in our residential provision. The population of Lindsworth School reflects the social, ethnic and religious diversity of Birmingham and includes a small number of children from other authorities.

The school caters for children with complex Special Educational Needs, including Social, Emotional and Mental Health difficulties, Attention Deficit Hyperactivity Disorder, Attachment Disorder and Autistic Spectrum Conditions, which impact on their Social, Emotional and Behavioural responses.

At Lindsworth School we only take children on roll who have an Educational Health Care Plan (EHCP). Pupils can join us from Year 4 onwards up to Year 10.

Lindsworth School is notified of children through a referral from SENAR. A decision as to whether Lindsworth School can meet a child's needs will be made through an evaluation of the information received by the school from SENAR based on the following:

- the placement is appropriate to the child's needs
- their admission is compatible with the interests of other children at the school, and
- there is an efficient use of the LA's resources.

Lindsworth School will collate information from the Referral Form received from SENAR, a visit to their current school and home visits to ascertain whether we believe our school can meet the individual needs of that child. A place will be offered by the LA, provided that there is a place available in an appropriate year group, and that the school is able to meet the needs of the child specified in the Education, Health and Care Plan

Lindsworth School is not able to offer places to children unless they have been referred through SENAR or other Local Authority SEN departments. Any independent approach to the school will be referred to Birmingham SENAR team. If the student is from a different Local Authority then arrangements for the payment of the place will be made accordingly. When Lindsworth School identify they are able to meet the child's needs, parents/carers are invited to attend an informal meeting to complete the admissions paperwork.

Informal Visits

All prospective pupils and their parents/carers are required to make an informal visit to the School. The School has no objection to any agencies that might be working with the family also attending. Appointments for informal visits are arranged by direct contact with the School.

The informal visit provides a "no obligation" opportunity to see what the School has to offer, its ethos and expectations, as well as a chance to ask any questions and discuss the placement. It is the School's intention to make the visit a positive experience for all involved. A member of staff will show the parents/carers and child around the school site, to include some classrooms and residence. Parents/carers can then make a sound judgement as to whether or not they feel that Lindsworth School is a suitable provision for their child.

Year Seven

The transition from primary to secondary education causes extra pressure upon many children and in order to achieve a successful transfer this must be recognised. Senior staff from Lindsworth School will arrange to meet with staff at feeder primary schools to gather valuable information about the child. Such information would include the child's academic ability, attitude to work, likes and dislikes, preferred learning styles, level of social skills, aspects of behaviour, approaches that work well, family circumstances and details of any agencies supporting the family. This information will help identify strategies to make the transition as smooth as possible.

A class group is identified for each student and, in order to enhance the development of trust, arrangements are made for pupils to spend some time at Lindsworth School towards the end of the Summer Term in Year 6. This will be through two 'taster' days organised in July.

This will involve, but is not limited to, meeting their form teacher, Pastoral and Learning Support Worker and the Pastoral Manager whom they will have daily interaction and lessons with. Participating in timetabled lessons allows them to engage with their new peer group and start to establish new friends but also supports the transition phase from primary to secondary.

All the above contributes to ensuring a smooth transition for the child.

Other Year Group Admissions

Admission to Lindsworth School takes place throughout the academic year. All in year transfers will have a bespoke induction package created which is specific to each of the pupil's individual needs.

A tailored transition program will be written and the timetable for this will be sent out to parents/carers prior to the pupil starting at the school.

All pupils will be invited in with parents/carers for a two hour induction on their first day in school. This induction will include a meeting with their Pastoral Manager to discuss protocols, support and any concerns, a meeting with the Attendance Team and activities with their form group and form teacher.

Pupils will all start a phased transition on the day following their induction. The transition program will be based on a number of factors including the length of time the pupil has been out of school, whether the pupil has been full or part time if they have been in school, and the level of support they have been receiving at school. This transition program will be reviewed at the end of each week

Places will be offered if there is a vacancy at the school and the school can meet the child's educational needs.

If you would like any further information before your child starts at Lindsworth School please contact enquiry@lindsworth.bham.sch.uk or contact the school on 0121 693 5363.

You can also speak to Birmingham SENAR regarding admissions or appeals on 0121 303 8461 or email parentlinkservice@birmingham.gov.uk.