



Admissions policy

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an independent special school, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How to apply

Who can be considered for a place at Bright Futures School?

We can consider requests for placements for children with a diagnosis of autism who also have an Education, Health and Care Plan (EHCP) and are between the ages of 5 and 16 years old.

Requests for placements

Requests for placements can be made by a parent or a Local Authority. Please follow the appropriate procedure outlined below:

- Local Authorities (LAs) seeking a placement

If you have an EHC Hub, please use the Hub to send consultations to info@brightfuturesautism.com, copied to office@brightfutureschool.co.uk.

Any Egress (or other secure file transfer programme) requests from LAs need to be sent to info@brightfuturesautism.com. If they are sent to a different email address, they will be returned to you and you will be asked to re-send them to info@brightfuturesautism.com. We will not be able to consider a consultation unless it comes to this Egress email account.

The consultation timeframe of 15 calendar days only starts when an LA sends the consult to info@brightfuturesautism.com.

- Parents seeking a placement
 1. Please fill and return our First Contact Form to office@brightfutureschool.co.uk, together with a copy of your child's EHC Plan.
 2. School managers will review a child's EHC plan and any supporting documents.
 3. If we think we may be able to meet needs, parents/carers will be asked to visit school in order to further discuss the child's EHCP information and to have a look around the school.
 4. If we all agree that Bright Futures School may be the right place for the child, parents will be asked to make an appointment to bring the prospective pupil to school for an observation assessment in order for school managers to further assess whether school can meet the needs of the prospective pupil without compromising the efficient education of existing pupils.

5. In some circumstances, a brief assessment placement may also be needed where the child spends time in school to allow a specialised assessment of whether our school could meet needs.

If the above procedure is followed and school managers are of the view that the school can meet needs and the education of the prospective pupil is compatible with the education of current pupils, places are allocated on the basis of whichever family gains agreement from their LA to fund the place first. In some circumstances, a place may be held open for a prospective pupil for a short time to allow an LA to make a decision, but this is at the discretion of school managers.

Fees are paid to Bright Futures School Limited by the Local Authority. We are not able to consider private funding.

5. Allocation of places

5.1 Published admission number (PAN)

The school is registered with the DfE for 18 pupils.

5.2 Waiting list

We will maintain a clear, fair and objective waiting list. If no places are currently available and school feels it can meet a pupil's needs, your child's name will be added to the waiting list. Where places become available, they will be allocated to child on the waiting list according to whichever pupil first gains agreement from their local authority to fund the place.

Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 5.3 below) must take precedence over those on the waiting list.

5.3 Fair Access Protocol

We participate in Oldham Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol for Bright Futures School is contingent on:

- a) A prospective pupil having an EHC plan and a diagnosis of autism
- b) school having determined that we can meet needs and that the education of the prospective pupil is compatible with the efficient education of existing pupils and
- c) a place being available.

5.4 Withdrawing an offer of a place

In some circumstances, it may be necessary to withdraw the offer of a place e.g. if it has been offered in error, a parent or local authority has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

6. Monitoring arrangements

This policy will be reviewed and approved by the senior management team every year.