

Admissions Policy

Responsible Post Holder	Headteacher
Approved on	1 st September 2026
Next Review	1 st September 2027

Bramley Grange Academy Admissions Policy

1. Policy Statement

Bramley Grange Academy (BGA) is a specialist secondary school in Surrey for pupils with Social, Emotional and Mental Health (SEMH) needs. The Academy is committed to providing an inclusive, therapeutic and high-quality learning environment for pupils whose needs cannot be met within mainstream provision.

The school complies fully with the Special Educational Needs and Disability (SEND) Code of Practice (2015), the Children and Families Act 2014, the Equality Act 2010 and all relevant statutory guidance.

Admission to the Academy is determined through the Education, Health and Care Plan (EHCP) process and in partnership with Surrey County Council SEND.

2. Eligibility for Admission

All pupils admitted to Bramley Grange Academy must:

- Have a current Education, Health and Care Plan (EHCP)
- Have their primary need identified as Social, Emotional and Mental Health (SEMH)
- Have Section I of the EHCP naming Bramley Grange Academy as the specialist educational provider
- Be of secondary school age (Years 7–11)

The Academy is not able to admit pupils without an EHCP or through parental request alone.

3. Admissions Principles

Bramley Grange Academy:

- Operates a fair, transparent and lawful admissions process
- Works in partnership with Surrey SEND to determine appropriate placements
- Ensures decisions are based on the individual needs of the pupil as described in the EHCP
- Makes reasonable adjustments to ensure equal access in line with the Equality Act 2010
- Seeks to maintain safe groupings and an appropriate balance of needs within the school

4. Consultation Process

All consultations are received directly from Surrey County Council SEND

- The Academy does not accept consultations directly from parents, carers, schools or other local authorities
- The Academy reviews the consultation paperwork, including the EHCP, professional reports and risk assessments
- Where necessary, further information may be requested or a visit/meeting arranged
- The Academy will formally respond to Surrey SEND within the statutory consultation timeframe

If the Academy determines that it can meet the pupil's needs, this information is shared with Surrey SEND. Surrey SEND makes the final decision regarding whether Bramley Grange Academy is named in Section I of the pupil's final EHCP.

5. Admission Criteria Considered

In considering whether the Academy can meet need, the following may be reviewed:

- Nature and complexity of SEMH needs
- Level of risk and safeguarding considerations
- Educational history and attainment
- Therapeutic and pastoral requirements
- Compatibility with the needs and safety of existing pupils
- Availability of appropriate provision and resources

6. Year 6 to Year 7 Transition

The Academy recognises that transition from primary to secondary education is a significant stage.

For pupils transferring into Year 7:

- Early consultation with Surrey SEND is encouraged
- Transition planning begins as soon as placement is confirmed
- Additional visits, phased induction or bespoke transition packages may be offered
- Information sharing takes place with the primary school, professionals and families
- Individual support plans are developed to ensure a successful start

7. In-Year Admissions

Bramley Grange Academy will consider in-year admissions following consultation from Surrey SEND and where the Academy is named in Section I of the pupil's EHCP. Admission is subject to there being capacity within the appropriate year group.

Where appropriate:

- Transition visits or assessments may be arranged
- A personalised start date and induction plan may be implemented
- Additional risk assessments may be completed

8. Post-16 Transition

Post 16 progression are planned through the yr 11 transition annual review process.

- Transition planning begins early (Year 9 onwards)
- Outcomes focus on independence, employability, further education and community inclusion
- Placement decisions are made in partnership with Surrey SEND, families and external providers

9. Equality and Reasonable Adjustments

The Academy is committed to equality of opportunity and does not discriminate on the basis of disability or protected characteristics.

Reasonable adjustments may include:

- Adaptations to the physical environment
- Flexible timetables or phased starts
- Therapeutic and pastoral support
- Additional staffing or specialist resources

10. Capacity

Admissions are subject to the Academy's agreed capacity and the ability to safely and effectively meet the needs of all pupils already on roll.

11. Appeals and Disputes

Decisions regarding placement are made by Surrey County Council. Parents and carers have the right to:

- Request mediation
- Make representations to the Local Authority
- Appeal to the First-tier Tribunal (SEND)

The Academy will cooperate fully with any statutory process.

12. Monitoring and Review

This policy will be reviewed annually by the Governing Body and updated in line with legislative or local authority changes.