



Admissions Policy 2022

To be ratified by the LGB on March 2022

To be reviewed by T Cox March 2023

Brentwood Road, Romford RM1 2RR Telephone: 01708 764370
Email: info@bridge-life.co.uk



Policy Statement:

The Bridge is an Independent School for students aged between 11-16 years, who are unable to access mainstream school due to their social, emotional, mental health (SEMH) and/or medical needs.

The school aims to provide students with a full time education within a supportive and nurturing environment so students feel confident to re-engage with education in a formal learning environment.

The purpose of this document is to set out the school's Admission Policy. In all instances our aim is to provide clarity and assurance that the school's admission procedures are open, honest, transparent and fair, from the point of referral to admission to The Bridge.

Admission Criteria:

For students on roll at a Havering school and/or residing in the London Borough of Havering a referral will be made by the student's registered school using Havering's Inclusion Gateway Referral Form (IGRF) accompanied by robust medical evidence from a GP, CAMHS or other medical professionals and submitted to Havering Alternative Provision. Students and their parent/carer are required to attend a meeting with a representative from Havering's Alternative Provision team before a placement is formalised. Havering Local Authority are responsible for funding the placement of Havering Students.

The Bridge can accept students from outside of the Havering Local Authority; admission via this route will be at the discretion of the Head of School and LIFE Education Trust, and subject to robust medical evidence and funding which will be provided by the referrer. Local authorities other than Havering should complete the attached referral form along with supporting medical evidence and email all correspondence to: info@bridge-life.co.uk.

The Bridge also accepts students with an Educational and Healthcare Plan (EHCP) who have been identified with social, emotional, or mental health (SEMH) needs. Students who access The Bridge via this process can reside and/or attend a school outside of the Borough of Havering. Admission will always be at the discretion of the Head of School and in consultation with the school's SENCo (Special Educational Needs Coordinator) and the SEN (Special Educational Needs) Department of the referring local authority. Funding for EHCP students will come direct from the placing local authority Special Educational Needs Budget.

In this instance meetings will take place with The Head of School, The Bridge SENCo, the SEN placement team and the family prior to admission.

The Bridge does not accept referrals from parent/carers or potential students direct.

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Admissions Procedures

Following the decision by the Havering Alternative Provision Team and The Bridge, to accept the referral the Head of School will contact the family within 10 working days to arrange for the young person to visit the school. The Bridge will seek agreement from the parent/carer for the school to liaise with all professionals working with the young person to obtain information, which will guide and support the student's integration to The Bridge.

Students with an Educational and Healthcare Plan (EHCP) will be formally offered a place once all parties have agreed the school is able to meet the needs of the young person. The family, student and the placing local authority will visit the school prior to the young person's official admission date.

Student Admission Numbers

The Bridge has a published pupil admission number (PAN) of 50 full time equivalent (FTE) places.

The school offers short-term placements for KS3 students and longer-term placements for KS4 students. The criteria for re-integration back to mainstream school is determined by a number of factors; the students' academic progress, attendance, and improvement in their emotional resilience and well-being. The school will work closely with the young person, their family and the receiving school to establish and formalise a re-integration plan, which all parties must agree and adhere to in order to help support a successful transition back to mainstream school.

KS4 students attending The Bridge in Year 10 who transition into Year 11 will transfer on to the roll of The Bridge, providing the school has the full agreement from the parent/carer. This transfer of school roll allows the student to continue with their chosen GCSE subjects, and allows The Bridge to oversee and facilitate exam entries, access arrangements, and post 16 placements.

EHCP Students will remain dual registered during the first 6 weeks of attending The Bridge. The placement will be monitored against the agreed criteria and timeframe then the student will transfer onto the roll of The Bridge and will become single registered from that point.

Student Registration and Information Sharing

The Bridge will register students accordingly and in line with section 434 of the Education Act 1990. All dual registered students remain on the roll of the referring school. The on-roll school will register the student as the "main" and The Bridge will be the "subsidiary". Registration certificates will be e-mailed to schools on a weekly basis. EHCP students on the roll of The Bridge will be single registered and their attendance data will be submitted to the SEN Department of the referring local authority.

In the event a student fails to attend the school on a regular basis The Bridge will facilitate a meeting with all professionals working with the young person and their family to explore additional strategies to help support the young person to attend school. This information will be relayed back to the referring local authority who will work with The Bridge to ensure all possible strategies have been explored before a decision is made to refer the student back to their placing local authority.

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