



Melrose Education



Three Bridges
SCHOOL

Admissions Policy

Reviewed by:	Lisa Smith
Date:	1 September 2023
Last reviewed on:	n/a
Next review due by:	31 August 2024
Version control:	1
Approved by:	Tracey Storey, CEO

Aims

This policy aims to:

- Explain how to apply for a place at the school.
- Set out the school's arrangements for placements for learners.
- Explain how to appeal against a decision not to offer your child a place.

Requesting a Placement

All placements must be requested by the local authority. Parents or carers who are considering a place for their child are encouraged to contact the school to arrange a visit.

Information can be found on our website: www.threebridgeseducation.com.

Following this, parents or carers should contact the local authority with a request for placement at Three Bridges. If the local authority would like us to consider a placement, they will then consult with us. We will then carry out a needs assessment to determine if we can meet the learner's needs.

When an offer of placement has been agreed a transition plan will be established to best meet the needs of the learner.

In the event of over-subscription, Three Bridges would carry out a needs assessment and work with the local authority to determine if a placement can be offered.

All our learners have an Education and Health Care Plan (EHCP), and their places are funded by the local authority.

Three Bridges is registered to provide up to 15 education placements for learners from the age of 11 - 19, covering Key Stages 3 and 4 and Post 16 education.

If a placement cannot be offered parents or carers would need to discuss this with the local authority. <https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-admissions/>

Monitoring Arrangements

This policy will be reviewed by the principal and approved by those in governance annually.