

Brook Academy Admissions Process 2023/2024



LA sends consult to info@leamnat.uk. Forwarded to Brook Academy. Response sent to agree Brook Academy can meet needs and has a space available. The Local Authority confirms Place at Brook is being accepted for Pupil.

*Admissions team meet and agree dates for pupil to start and essential meetings to take place- SENDCo contacts LA/ carers with these dates.

*SENDCo makes contact with previous school and any professional working with pupil to gain upto date information

Professionals section of Admissions booklet completed.

Pupil/ Carers visit to Brook Academy.

Classroom and care staff prepare **Pupil Admission Booklet**

Home visit from staff
Home visit section of Admissions booklet completed.

Admissions meeting at Brook SLT plus Classroom staff;
Parents/ Carers completes paperwork. Pupil Admissions Booklet given to family.
Pupil either completes Literacy/Reading and SLCN assessments with HLTA/ LF or visits class.

Admissions meeting section of Admission booklet completed.

Classroom and care staff prepare essential paperwork for staff: Risk Assessment and Pupil Support Plan - this is shared with all staff for reading via email, and key aspects are shared in briefings/ meetings.

Pupil starts has a couple of transition sessions - half days x2 morning and then afternoon

LF goes through Pupil Admissions Booklet with pupil.
Pupil section of Admissions booklet completed.