

Birtley House
Independent School



Admissions Policy

September 2025

Next Review: September 2026

Head Teacher: P. Rahman

ADMISSIONS

Birtley House is a DfE and CReSTeD approved Independent Specialist Primary School, based in Kent. We provide specialist teaching, therapy and pastoral support to pupils with a range of additional needs, including but not limited to, Dyslexia, Dyspraxia, Dyscalculia, ADHD and ASD.

We welcome admissions from children both with Education, Health and Care Plans and those without.

Admissions can be submitted in one of 2 ways:

1. Consultation papers by any Local Authority (for those seeking Local Authority funded placements)
2. Independent application by parents/carers (for those seeking private funded placements)

Birtley House School operates an entrance policy based on the admissions criteria (see Appendix A). Children are assessed carefully to establish their needs and to ensure the school can fully meet these.

Information which is helpful to these assessments are:

- Assessments from an Educational Psychologist
- Reports from Speech and Language therapists.
- Reports from Paediatricians.
- Reports from Occupational therapists.
- Reports and test results from current school.
- Education Health and Care plans (if applicable)

An offer of a place at the school will be on an individual basis and only after in-depth discussions with parents/carers, consideration of the content of all professional reports (above) and the child having attended a trial period at the school. Children will not be expected to sit an entrance exam. Where available, Education Health Care Plans must be provided in advance of a place being considered.

Where an Education Health Care Plan is in place, Birtley House must be able to meet the needs and provision within Section F of this plan.

The school reserves the right to withdraw an offer if it subsequently becomes evident that information has been withheld from the school which would have affected the offer of a place, or if information becomes available from any other source – including professional assessment – which would indicate that the school is not a suitable placement for the child.

Consultation papers by any Local Authority:

This process can both be by the Local Authority independently and by request from a parent.

If a parent is seeking a Local Authority funded place at the school, it is recommended that consultation from the LA is received prior to meeting with the child.

The Local Authority will send through paperwork, including EHCPs, for a child. Should the school feel that they may be able to meet the child's needs, they will be invited into school for a Placement Evaluation Visit. **The process is then the same as below from Stage 2.**

Independent applications made by parents/carers must follow the below steps:

Stage 1

In the first instance, applicants will be asked to complete an enquiry form (available on the school website). Supporting documents, such as EHCPs, will be requested at this stage. If it is felt that the school may be able to meet a child's needs, the admissions team will make contact to arrange for a visit to the school, followed by a Placement Evaluation Visit.

Please note that a Placement Evaluation Visit will only be confirmed on receipt of a non-refundable £100 registration fee.

Stage 2

The visit will consist of

- A tour of the school;
- A discussion with Head Teacher and/or SENCO

Stage 3

Following this procedure, prospective pupils will be invited to have a 1-day Placement Evaluation Visit. If after this day the senior leadership team feel that they may be able to meet a child's needs, the pupil will be invited for a further 3 days (this may be extended if more time is required to determine whether we can meet a child's needs).

Please see school website for dates of Placement Evaluation Visits.

Stage 4

At the end of this period a formal and permanent place may be offered at the Head Teacher's discretion. If the pupil has been referred by the Local Authority through consultation, the school will write to the LA offering a place and send a Statement of fees. If the admission is from an independent source, a pupil may begin attending the school with immediate effect, providing there are available places in the correct year group.

On Admission

An initial induction and assessment period of 30 school days will begin on entry to the school. During this time the school can withdraw the offer of placement if it is felt that the needs of a pupil cannot be met.

On entry to the school, the parents and children agree to abide by the school policies and procedures, which are available from the School Office. If applicable, the parent must confirm that their child is not leaving their present school for disciplinary reasons and there are no outstanding fees for that school if applicable.

Children will be placed at the School's discretion into a mixed age class of children. All classes have high adult: teacher ratios but these may vary slightly dependent on the needs of particular classes and the activities they are undertaking.

On receiving the completed Welcome Pack and a copy of the birth / adoption certificate, the child will be placed on the list for their class.

Children are assessed against their individual abilities and their progress carefully monitored. Children without EHC plans will have Pupil Passports which will be discussed with parent/carers at appropriate intervals.

Appendix A

Admissions Criteria

1. Children who lack confidence, may be anxious, find it difficult to concentrate or need extra support or nurturing.
2. Children with specific learning difficulties such as dyslexia, dyspraxia or mild-moderate learning delay.
3. Children who are performing below or above Government age expectations in numeracy and literacy.
4. High functioning children with social communication or speech and language disorders.
5. All children, including those with EHCPs will be considered at the discretion of the Headteacher, following the Placement Evaluation Visit

All children must complete a 'Placement Evaluation Visit.' Parent – Headteacher / SENCO meeting at the end to discuss the placement

PLEASE NOTE we do not take Reception aged children

Generally, we do not have the facilities to support pupils with the following needs:

- Children with a diagnosis of PDA/ODD
- Children who require 1:1 support with toileting
- Children with a PRIMARY NEED of a physical disability
- Children with a PRIMARY NEED of a behavioural disorder
- Children with a PRIMARY NEED of significant hearing loss or visual impairment