**Bridgelea**

**Primary School**



**Admissions**

**Leaflet for Parents.**

**How to get into Bridgelea:**

There are three main routes into Bridgelea: Educational Health Care Plan (EHCP); Permanent Exclusions (PEX) and Alternant to Permanent exclusion (APEX).

**EHCP**

**Step 1**

We recommend that parents and carers visit the school when choosing the most appropriate provision for their child. Please contact the main office to arrange a visit (0161 272 8716).
**Step 2**
If parents/carers wish to have Bridgelea named as the preferred school on their EHCP, (Section I, My Placement) they should notify their SENCO and/or casework officer from the Statutory Assessment Team.
**Step 3**
Pupils placed on Bridgelea’s role are reviewed each year. The Authority considers it essential that parents, pupils, and LA, and where appropriate other agencies/services, are fully involved in the Annual Review process.

**For further advice contact:**

**Children's Services
Statutory Assessment Team**
First Floor, Universal Square, Devonshire Street North, Ardwick,
Manchester, M12 6JH
Telephone**: 0161 245 7439.**

**Information, Advice and Support.**

(Previously Parent Partnership)
Information, Advice and Support Manchester, Westwood Street Centre, Westwood Street, Moss Side, M14 4PH.

**Parent Confidential Helpline:
0161 209 8356**(Monday to Friday 10am-3pm)

Answer phone available when lines are closed**: 0161 209 8356**Email**: parents@manchester.gov.uk**

**The Travel Coordination Unit**. (Home to School Transport)
Level 2 Universal Square, Devonshire Street North, Ardwick, Manchester, M12 6JH.
Telephone Number**: 0161 219 6400**
Email**:hometoschool@manchester.gov.uk**

**How will my child get to school if they have an EHCP?**

***The Travel Coordination Unit* is responsible for travel solutions between home and school for children and young people with special educational needs and/or disabilities.**

**Step 1**
Fill in the relevant form if you feel that a child in your care may be eligible for help with travel to school or college. Return this to *The Travel Co-ordination Unit*, Level 2 Universal Square, Devonshire Street North, Ardwick, Manchester, M12 6JH. Telephone: 0161 219 6400. Our school office can help you to complete this form.
**Step 2**

The Travel Coordination Unit, will contact you if they need any more information. If they can provide support to your child, they will discuss and agree on the most appropriate travel solution.

**How will my child get to school if they do not have an EHCP?**

If a child does not have an EHCP, the parents/ carers will be responsible for getting their child to and from Bridgelea.

**About Bridgelea**

* Bridgelea is Manchester’s offer for permanently excluded children following the 6th day of permanent exclusion.
* At Bridgelea we also offer alternative provisions for Manchester children at risk of exclusion in **Y1-Y6.**
* Bridgelea has 104 places for children from Manchester schools or of Manchester residents with Social Emotional and Mental Health difficulties (SEMH).
* Bridgelea work collaboratively with the family and school to assess the child’s needs to determine future provision. This is achieved through a half-termly review cycle.
* Pupils benefit from working in small groups with adults attuned to the needs of pupils with SEMH.
* Bridgelea work within a multidisciplinary team with access to speech and language therapy, relaxation, peer massage, and educational psychology as required.

**Permanent Exclusion (PEX)**

**Step 1**

School admissions will contact Bridgelea Primary School to request a place.

**Step 2**

Bridgelea will then contact the parent to support this and to arrange admission to the school.

**Alternative to Permanent Exclusion (APEX)**

**Step 1**

The child’s current school can refer through Bridgelea’s Outreach Service. Initially, this will involve support and advice from the Outreach Team in your child’s current school.

**Step 2**

 In some cases an assessment or preventative placement at Bridgelea will be recommended in order to reduce the risk of exclusion. (The child will remain on the role of the school in the hope that they may return if appropriate).
**Step 3**

This will be reviewed on a half-termly basis and will not exceed 2 terms unless a formal EHCP assessment of the pupil has been requested by the mainstream school.

**Step 4**

The pupil could be offered an extended placement at Bridgelea School whilst the EHCP assessment is completed. This will require joint agreement from the parent, mainstream school, and Bridgelea.