

ADMISSIONS POLICY

2026-27

Document control

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Review by:	L. Morris		
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Review period	1 Year	**Version**	5

ADMISSIONS POLICY

GENERAL STATEMENT

Blackwater Academy is an independent school for pupils from ages 11 to 16. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Blackwater Academy Sandwell. We can, throughout the school year, arrange for an individual visit at a time to suit you to provide a general introduction to the school. Please get in touch with the Office on 0121 285 5123 or email admin@blackwateracademysandwell.co.uk to arrange a visit

The school is open to applications from boys and girls, irrespective of race, nationality, colour, ethnic or national origin, religion or creed, disability or previous educational background.
In particular, the school is fully aware of its responsibilities to ensure compliance with Special Educational Needs and Disabilities Act and Gender discrimination legislation. Admission to the school depends on meeting the criteria required. The school endeavours to encourage as wide a range of applications as possible.

WHO CAN REFER?

Referrals are received from the Local Authority, directly from schools, and through partners such as Work n Learn. These referrals are reviewed by the Leadership team using the referral form, which is typically completed following an appointment arranged at the school.

ADMISSION PROCEDURE

Following an initial inquiry, dependent on who has made that inquiry a meeting is arranged at the school for parents and the young person to visit. During this meeting the following information will be discussed:

- Completion of Referral Form
- Completion of Consent Forms
- Referral Pack given to parents
- Rules and expectations
- Timetable
- Policies
- Staff introductions
- Show around the school

Referral papers for completion are issued; these are only completed if the parents and young person are happy to attend Blackwater Academy. A possible start date is given at this meeting. The funding agency is informed of this meeting and is usually encouraged to attend. If they are not able to attend, an email will be sent providing feedback on the outcome of the referral meeting with a possible start date which they will need to approve. Once this has been approved, the parents are contacted to confirm the start date.
If a start date has not been approved by the funding agency due to external factors, parents are notified of the delay and will be updated of any progress until a start date can be confirmed.

SPECIAL EDUCATIONAL NEEDS

If a child has an EHCP the referral process is slightly adjusted. The referral meeting will not be arranged until the school receives a copy of the EHC Plan. The senior leadership team will not consider any placements until the EHCP has been reviewed and there is an agreement that the school are able to meet the young person's needs and have the resources available to meet the educational targets.

RELIGIOUS BELIEFS

We do not select for entry based on religious belief, and we welcome pupils of other faiths, or of none. We offer the opportunity for pupils of other beliefs to practise their own faiths.

REVIEW

This policy will be reviewed annually by the Head teacher in the light of any changed circumstances at Blackwater Academy or the local area.