



Bowden House School & Bowden Primary School

Admissions Policy and Procedures

Contents:

Statement of intent

1. Legislation and statutory Framework
2. Criteria for Admissions
3. Initial Enquiries
4. Bowden House School – Specific Arrangements
5. Bowden Primary School - Specific Arrangements
6. Referral Documentation
7. Referral Procedure
 - 7.1 Bowden House School
 - 7.2 Bowden Primary School
8. Visits and Interviews
9. Admissions and Beyond
10. Travel Arrangements – Bowden House School
11. Statutory Compliance
12. Appeals
13. Monitoring and Review

Agreed by the schools governing body and minuted at their meeting.

Agreed: Spring Term 2026

Review date: Autumn Term 2027

Statement of intent

Bowden House School is a specialist, weekly residential school maintained by the London Borough of Tower Hamlets. Bowden Primary School is its day-school counterpart serving the primary sector. Both schools provide high-quality education and therapeutic support for pupils with complex social, emotional and mental health (SEMH) needs and additional learning difficulties. All pupils have an Education, Health and Care Plan (EHCP).

The schools are committed to offering a stable, nurturing and trauma-informed environment in which pupils can develop emotionally, socially, and academically. This policy outlines the criteria and procedures for admission to both schools, ensuring decisions are fair, transparent, and consistent with statutory guidance and the ethos of both schools.

1. Legislation and Statutory Framework

This policy complies with:

- School Admissions Code (2021)
- School Admission Appeals Code
- School Standards and Framework Act 1998
- Children and Families Act 2014
- SEND Regulations 2014 and SEND Code of Practice (2015)
- Equality Act 2010

As maintained special schools, both schools are exempt from mainstream oversubscription arrangements.

2. Criteria for Admission

- Availability of space in the required year group.
- A current Education, Health and Care Plan (EHCP).
- Support of the placing Local Authority and Children's Services Department for Looked After Children.
- Active support and commitment from parents/carers.
- The school's belief that it can meet the pupil's identified needs.
- Compatibility in both learning and residential environments (for Bowden House).
- Understanding and acceptance of the expectations stated in the Student Handbook (Bowden House).

As both schools are maintained special schools, they are exempt from the over-subscription criteria outlined in the School Admissions Code (2021). Placements are considered on the

basis of need and suitability as detailed within the child's EHCP.

Bowden House School may also consider students on an assessment basis where an EHCP is pending or where a placement is required to prevent exclusion from another setting.

The Governing Body has agreed that a small number of local pupils may attend Bowden House as day students where appropriate. Day students are fully integrated into the life of the school and are welcome to take part in after-school activities.

Parents and carers cannot apply directly for a place; all applications must be made by the Local Authority.

3. Initial Enquiries

Initial enquiries about vacancies, visits, or information about the school may be made directly by phone or email. Referrals are made through the London Borough of Tower Hamlets SEND Department.

SEND Department
London Borough of Tower Hamlets
[Tower Hamlets Town Hall](#)
[160 Whitechapel Road](#)
[London E1 1BJ](#)
[Tel: 0207 364 4462](tel:02073644462)
[Email: SpecialEducationalNeeds@towerhamlets.gov.uk](mailto:SpecialEducationalNeeds@towerhamlets.gov.uk)

General admissions enquiries can also be directed to:

Bowden House School
Seaford, East Sussex
Tel: 01323 893 138
Email: admin@towerhamlets.sch.uk
FAO: Craig Sorrell, School Business Manager

4. Bowden House School – Specific Arrangements

Bowden House School provides weekly residential placements and a limited number of local day placements.

Additional considerations include residential suitability and acceptance of the Student Handbook.

5. Bowden Primary School – Specific arrangements

Bowden Primary School is a specialist day provision for primary-aged pupils resident in the maintaining authority.

6. Referral Documentation

- A current EHCP and most recent Annual Review.
- Current school, PRU, or alternative provision report including academic levels (SATs, GCSE predictions, etc.).
- The most recent Educational Psychologist report.
- Reports or involvement from other professionals (e.g., CAMHS, YOT, social services).
- Family composition, social history, and any safeguarding information (e.g., Child Protection or Child in Need plans).
- Relevant medical information or specialist reports (e.g., Speech & Language Therapy, Occupational Therapy).
- Description of behaviour patterns and current strategies used.

7. Referral Procedure

7.1 Bowden House School

- All referrals from Tower Hamlets are sent to the school following consideration by the Special Educational Needs and Disabilities (SEND) Panel.
- Referrals from other Local Authorities must be accompanied by confirmed funding arrangements before being considered.
- ~~The school also accepts referrals for assessment placements prior to completion of an EHCP.~~
- The Headteacher (alongside other members of the schools extended leadership team) reviews each referral to determine if the school can meet the student's needs.
- Parents cannot apply directly

7.2 Bowden Primary School

Bowden Primary School follows a similar referral process through the Tower Hamlets SEND Department and caters for primary-aged pupils resident in the maintaining authority.

Address for correspondence:

Bowden Primary School (on Ben Jonson Primary School site)

Harford Street

London E1 4PZ

Telephone: 01323 893 138

Fax: 01323 492 057

Email: admin@towerhamlets.sch.uk

Primary referrals are considered through the Local Authority SEND Panel, which meets at regular intervals.

For Bowden House School, referrals are coordinated by the Student & Family Coordinator.

For Bowden Primary School, referrals are supported by the [Head of Pupil Welfare](#) and Head of School, in liaison with the SEND Department.

8. Visits and interviews

If a referral is deemed suitable, the Local Authority, parents/carers, and (where appropriate) social workers are invited to visit the school. The visit includes a tour of classrooms, residential areas, and opportunities to meet staff and students. The Student & Family Coordinator/[Head of Pupil Welfare](#) may also arrange a home visit to gather further background information. Families are encouraged to read the Student Handbook prior to the visit to understand expectations and routines.

Following, or as part of the visit, a further discussion is arranged with the Headteacher (or a senior member of staff). The meeting covers the school's approach to safeguarding, daily routines, rewards and sanctions, use of positive handling, absconding procedures, contact with home, and transport arrangements.

After the visit and discussion, the school will confirm whether a placement is offered. The family will have time to consider and respond formally. Once the offer is accepted, a member of the Leadership Team will confirm the admission in writing.

9. Admissions and Beyond

- Every pupil participates in a phased induction program.
- Each pupil is allocated a mentor and keyworker.
- Ongoing communication between school and home is maintained.
- An Initial Review is held six weeks after admission to assess early progress and identify any additional support needs.
- All pupils receive an initial Speech & Language assessment, with continued support where necessary.
- Each residential student has a Placement Plan in line with the National Minimum Standards (2022).
- An Annual Review of each pupil's EHCP is held to ensure the school continues to meet identified needs and plan for future targets.

10. Travel arrangements – Bowden House School

For pupils placed by the London Borough of Tower Hamlets, residential travel is coordinated by Bowden House School. Residential staff collect pupils from Tower Hamlets at the start of the week and return them home at the end of the week.

For pupils from other Local Authorities, travel arrangements follow the commissioning authority's SEN Transport Policy. Parents/carers are responsible for ensuring attendance where funded transport is not provided.

Local Authorities outside the London Borough of Tower Hamlets are required to enter into an Individual Placement Agreement with the school.

11. Statutory Compliance

This policy complies with the School Admissions Code (2021), the School Standards and Framework Act (1998), the Children and Families Act (2014), and the SEND Regulations (2014) and SEND Code of Practice (2015). It should be read alongside the school's SEND Policy, Equality Policy, and Local Offer for Bowden House and Bowden Primary Schools.

12. Appeals

If a placement request is declined, parents/carers will be informed of the reasons in writing. They have the right to appeal via their Local Authority's SEND Tribunal process. The Local Authority will notify parents of the outcome within 15 working days of the hearing.

13. Monitoring and Review

This policy will be reviewed annually by the Governing Body. Any proposed changes to admission arrangements will be subject to public consultation for a minimum of six weeks between 1 October and 31 January, in line with paragraph 1.45 of the School Admissions Code (2021).

This policy is available in alternative formats or languages upon request to ensure accessibility for all parents and carers.