



BENSHAM MANOR *School*

Admissions Policy

Last reviewed: September 2026



1. Overview

Admissions to Bensham Manor are governed by the Special Educational Needs Code of Practice. In the first instance families must contact Croydon's SEND Hotline for further advice and signposting (0208 604 7263). All applications to Bensham Manor come from Croydon's SEN team.

Bensham Manor School is a large oversubscribed secondary special school for students aged 11-18. We make provision for pupils who have an Education Health and Care Plan which include; autistic spectrum disorders, complex needs, speech, language and communication difficulties and specific learning difficulties. We have specialist subject teachers and teaching assistants and a Post 16 on site. We work hard to ensure pupils are successful and we celebrate and recognise achievement and effort in all areas of the curriculum.

Bensham Manor does not meet the needs of children who:

- Have a diagnosis of autism or Asperger's Syndrome but are high functioning and demonstrate a potential to access learning at a mainstream level
- Demonstrate social, emotional and mental health difficulties (SEMH) that are a primary need.
- Have a global developmental delay which restricts their access to a mainstream curriculum but who are socially confident and motivated to engage

A local Authority SEND adviser will signpost you to another of Croydon's six special schools.

2. Admissions

Pupils are admitted to Bensham Manor School following an assessment of their special educational needs. All pupils must have an Education and Health Care Plan. For admissions in Year 7, pupils are referred to Bensham Manor in Year 6 and attend an assessment day in October. For in-year admissions, pupils do a two week trial placement at Bensham Manor. All referrals are considered by senior staff. In some instances a senior member of staff may visit the child at their provision.

We encourage all prospective parents and carers to visit the school at one of our regular Open Mornings hosted by the Headteacher. Attendance is by appointment only and parents should contact the school office and see the website for dates and times. For year 6 prospective pupils, the school will arrange a series of visits or events to prepare the young person for the transition to Bensham Manor. During this time parents will be invited into school to complete the admissions form, consent forms and the home-school agreement.

3. Post 16 Admissions

The majority of Year 11 pupils at Bensham Manor School will go on to a place in a local college. For the small minority of pupils who staff feel require some additional preparation, then a placement at Post 16 will be considered.

Bensham Manor Post 16 is an oversubscribed provision which caters for 14 pupils in total with a diagnosis of autism and other associated needs.

All admissions to Post 16 are via Croydon Council SEN Team in the first instance.

Post 16 offers are given following an EHCP review in Year 11.

As the provision is over subscribed, not all pupils who request a place will be successful.

Pupils will only be offered a guaranteed one year placement at Post 16, this will then be reviewed annually at the EHCP review meeting. The school has the right to only offer a one year placement and not extend it to two years.

The Headteacher has the final decision on who will be given a place in Post 16.

We will no longer be offering a three Year Post 16 placement.

4. EHCP Provision and Therapeutic Support

4.1 Information for Parents and Carers of Pupils Joining Year 7

As your child prepares to join Bensham Manor School in Year 7, we want to ensure that parents and carers have a clear understanding of how we will work with you to support your child and how the provision identified within their Education, Health and Care Plan (EHCP) will be considered within our school setting.

As a special school, all pupils at Bensham Manor have an EHCP. We are committed to meeting the special educational needs of our pupils and to providing appropriate support to enable them to access education, develop their independence, communication and wellbeing and make progress towards the outcomes identified within their EHCP.

We recognise, however, that the EHCP has been written or amended when your child was in their different educational setting and that the provision described within it may not always reflect the way in which provision is organised and delivered within our secondary special-school environment.

4.2 Provision Specified in Section F

Parents and carers should be aware that the provision described in Section F of an existing EHCP may not always be deliverable at Bensham Manor in the exact form, frequency, duration or by the particular professional specified within the plan.

This may apply, for example, where an EHCP specifies a particular therapeutic intervention, a specific model of intervention, individual therapy, a particular frequency of sessions, or provision dependent upon the availability of a named or specialist professional.

On referral, the school will consider the provision specified in the EHCP alongside the pupil's current presentation, identified needs, outcomes, transition information and the resources and specialist provision available within the school.

Where provision requires specialist professional input or is dependent upon an external or individual practitioner, its delivery will necessarily be subject to the availability of the appropriately qualified professional.

The school cannot guarantee the availability of a particular therapist, practitioner or specialist at all times, and where a therapist or practitioner is absent or otherwise unavailable, a planned therapeutic session may not be able to take place.

The school will always seek to support the needs identified within the EHCP through the provision available within the school and will keep the effectiveness and appropriateness of that provision under review.

4.3 Emotional and Therapeutic Interventions

Bensham Manor provides a universal emotional wellbeing and therapeutic offer which is available to all pupils. This forms an integral part of our whole-school approach to supporting pupils' emotional wellbeing, regulation, mental health and readiness to learn.

Where a pupil's EHCP identifies more than one emotional or therapeutic intervention, parents and carers should be aware that Bensham Manor operates on the basis that a pupil will access one emotional therapeutic intervention at any one time.

This approach is intended to ensure that therapeutic provision is appropriately coordinated, that interventions are manageable and meaningful for the pupil, and that there is sufficient opportunity to evaluate the effectiveness of an intervention before introducing another.

Consequently, where an EHCP identifies multiple emotional or therapeutic interventions, it should not be assumed that all of those interventions will be delivered concurrently at Bensham Manor. It is important to note that due to demand, we have to operate a waiting list for Music Therapy, Counselling and ELSA.

The school will consider the pupil's presenting needs and the available professional advice when determining the most appropriate therapeutic support to be provided at a particular time. Where appropriate, this will be discussed with parents/carers and relevant professionals.

The universal therapeutic and emotional wellbeing offer remains available to all pupils alongside any

identified individual therapeutic intervention.

4.4 Review of the EHCP in Year 7

The Year 7 EHCP review is an important opportunity to consider whether the pupil's EHCP remains appropriate and accurately reflects their current needs, outcomes and provision within their secondary special-school placement.

The review will consider:

- the pupil's current special educational needs;
- their progress towards the outcomes identified within the EHCP;
- the effectiveness of the provision currently being delivered;
- the therapeutic and specialist support required;
- the provision available and appropriate within the school;
- the views of the pupil and their parents/carers; and
- information and advice from relevant professionals.

Where the existing wording of Section F does not accurately reflect the pupil's current needs, the universal offer currently provided by Bensham Manor, or the way in which those needs can appropriately be met within the school, we will discuss this collaboratively as part of the EHCP review process. Amendments to the provision are agreed in the review as part of the consultation process and professionals such as OT (Occupational Therapy) and SALT (Speech and Language Therapy) will provide reports in alignment with the provision stated. The strong collaborative approach developed between home and school, encompassing the therapeutic and academic offer, enables our students to thrive and achieve throughout their school journey at Bensham Manor.