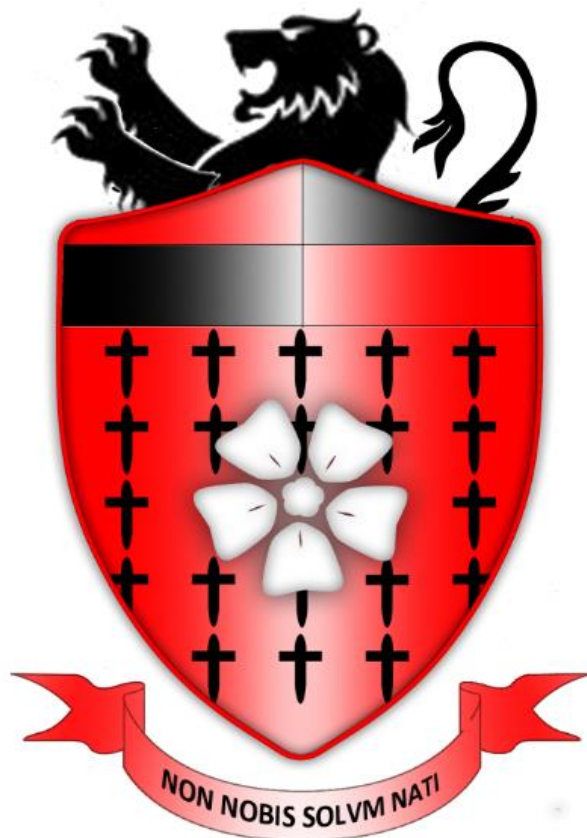


# Hornsea School & Language College



## Admissions Policy

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<b>Approved by:</b>	<b>Headteacher:</b> 06.12.17	<b>Governing Body:</b> 06.12.17
<b>Last Reviewed:</b>	<b>Date:</b> 08/11/2017	<b>By:</b> Pete Hardgrave
<b>Date of Next Review:</b>	November 2018	

## **Admissions Policy**

### **Rationale**

The Local Authority (LA), as the admissions authority, is responsible for the number of pupils on the school roll.

Hornsea School has an admission number of 240.

All new admissions will be efficient and in accordance with LA policy.

### **Broad guidelines**

- All Primary School transitions are organised by Progress Leader Year 7 (Mrs Leung), the Primary Liaison Transition Team (Miss Harrison and Mrs Thompson) and the LA.
- Parents/carers of students wishing to join Hornsea School should first approach/contact the LA requesting allocation of a place.
- LA will allocate a place and advise Hornsea School of the allocation
- LA requests Transfer Information / In-Year Transfer Application Form from parents/carers, and also from previous school, and forwards this to Hornsea School at the time of place allocation.
- All appointments and initial approaches to be through the Head's PA (Mrs Thompson) who will liaise with the Admissions SLT (Mr Hardgrave) who will arrange an appointment time with the parent/carer. The SLT will liaise with Mr Hamling and Mrs Parnaby (SEN) if their input is deemed appropriate.
- Student data is to be requested from student's previous school and co-ordinated by the Data Office (Mrs Kirman).
- During the admissions meeting a standard admissions pro-forma will be completed, giving basic details and some relevant academic information. The permission sheets for Cashless Catering and the use of photographs within school will also be discussed and completed. The E Safety rules will be issued and signed for by both student and parent/carer.
- Students will be fully appraised of the expectations of HSLC and will be furnished with a pencil case, tie and blazer badge.
- The Admissions' SLT will conduct a tour of the school and will discuss the daily routine and answer any questions.
- A starting date will be arranged giving sufficient time for Heads of Faculty and the SEN Department to set up testing arrangements and teaching groups.
- The Data Office will circulate relevant information to the Progress Leader, Curriculum Heads and SENCo.
- The Data Office will input the student and curriculum data into the School Management System.
- The Data Office will inform staff of student's allocated groups and admission date.

- On arrival the student will be met by the Head of Year or Pastoral Manager and given a responsible student to look after him/her and help with the routine of the school.
- The Admissions' SLT will monitor the new student during the initial timetable cycle (2 weeks).

### **Admission of a student following Permanent Exclusion from another school or as part of a 'Managed Move'**

This transition should be organised to give the student optimum opportunity for success. Admissions are usually carried out by, Mr Ostler, Mr Hardgrave, , Mr Hamling or Miss Smith with involvement from external agencies where appropriate. After the initial admission it will become the responsibility of the Social Inclusion team to work with the student.

### **Admission of a Looked After Child**

The admission of a LAC is overseen by the Student Student Support Manager (Mr Hamling) who will liaise with the responsible Authority.

The admission of a LAC must take place as soon as possible. If the child cannot be placed on roll quickly or is not attending within 10 school days of the application being determined, the Headteacher must notify the School's Admission Team.