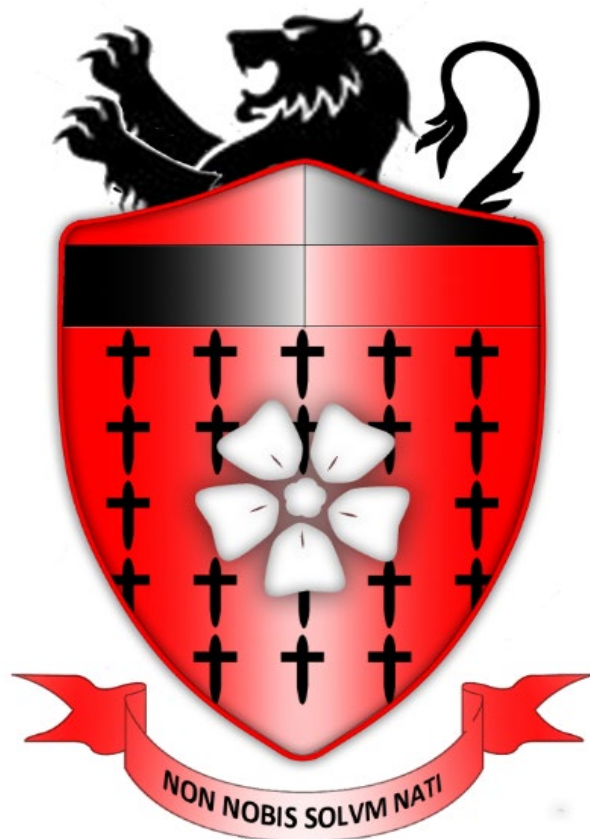


# Hornsea School & Language College



## Admissions Procedures and Information 2024-2025

<b>Approved by:</b>	<b>Headteacher:</b> 27.11.24	<b>Governing Body:</b> 27.11.24
<b>Last Reviewed:</b>	<b>Date:</b> November 2024	<b>By:</b> Emma Bowman
<b>Date of Next Review:</b>	November 2025	

## Admissions Procedure

### **Rationale**

The School Admissions Team at the East Riding 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 per year group, with the exception being the current Year 11, where the PAN has been lowered to 210 to accommodate the 7 tutor groups (rather than 8 as standard) in the year.

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

### **Broad guidelines**

- All Primary School transitions are advised and organised by the Year 7 Progress Leaders (Mr Wilson and Mr Knapton), the Primary Liaison Transition Team (Mrs Parnaby and Miss Corkish) and the LA.
- For non-standard entry students (NSE) - parents/carers of students wishing to join Hornsea School should first approach/contact the LA requesting allocation of a place. For those parents making general enquiries first, they can be directed to the school website (under the About > Admissions tabs), the [admissions@hslc.co.uk](mailto:admissions@hslc.co.uk) email address or to Mrs Bowman in the Exams and Data Office.
- The LA will allocate a place and advise Hornsea School of the allocation. The parent is then advised of the place given usually within 10 days or less.
- The LA requests Transfer Information / In-Year Transfer Application Form (IYTF) from parents/carers, and also from the previous school, and forwards this to Hornsea School at the time of place allocation. In some cases, if the previous school does furnish the LA with the IYTF, Mrs Bowman and the Exams and Data team will approach the previous school directly.
- All appointments and initial approaches to be through Exams and Data Officer (Mrs Bowman) who will liaise with the Head of PD (Mr Dexter) or a member of the SLT (Mr Brocklehurst) who will arrange a convenient appointment time with the parent/carer. The Exams Officer will liaise with the DSL (Kay Sullivan), DDSL (Emma Webster) and Vicky Parnaby (Assistant Head for Inclusion/SENCo) if their input is deemed appropriate.
- Student data is to be requested from student's previous school and/or parent and co-ordinated by the Exams and Data Team.
- Mr Dexter (or outside of termtime, Mr Brocklehurst) will conduct a tour of the school and will discuss the daily routine and answer any questions.
- During the school tour, students will be fully appraised of the expectations of HSLC including a detailed explanation of the Positive Discipline system and the Respect Agenda by Mr Dexter (or Mr Brocklehurst). In the subsequent admissions meeting, a standard school admissions pro-forma will be completed, which collects personal details and relevant prior academic information. The permission sheets for Cashless Catering and the use of photographs within school will also be discussed and completed.
- A start date will be arranged giving sufficient time for the Exams and Data Officer to reach out to Heads of Year, Heads of Faculty and the SEN Department to confirm arrangements

and teaching groups. The Exams Officer (Mrs Bowman) may also liaise with Mr Atkinson, Mr Lewchenko and/or Mr Brocklehurst with matter relating to timetabling issues/preferred options depending on the demands of the timetable.

- The Data Office will circulate relevant information to the Progress Leader(s), Curriculum Heads and SENCo.
- The Exams and Data Team Office will input the student and curriculum data into the School Management System (SIMS) and complete the NSE Google sheet.
- The Exams and Data Officer will inform staff of student's allocated groups and admission date.
- The Data Office will inform the LA via email when the student has started at HSLC.
- On arrival the student will be met by the Head of Year or Pastoral Manager and given a responsible student (a buddy) to look after him/her and help with the routine of the school.
- The Head of PD will monitor the new student during the initial timetable cycle (2 weeks) and contact parents for feedback.

### **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 and/or Mr Dexter and Mrs Sullivan 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 LAC Coordinators (Mrs Dearing and Miss Hirst) who will liaise with the responsible Authority. This may be in conjunction with the Safeguarding Lead (Mrs Sullivan) and/or the SENCo (Mrs Parnaby).

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.

### **Admission of Students with an EHC Plan**

If HSLC is a preferred education setting for a young person with an EHCP plan, the parents/carers or young person (depending on age) must request the LA to consult with the school. Upon receipt, the HSLC SENCo (Mrs Parnaby) will consider the request and respond to the consultation advising whether it is, or is not, able to meet the needs of the young person. If, following this process, HSLC is named on the EHCP Plan further discussion will take place regarding personalised transition planning.