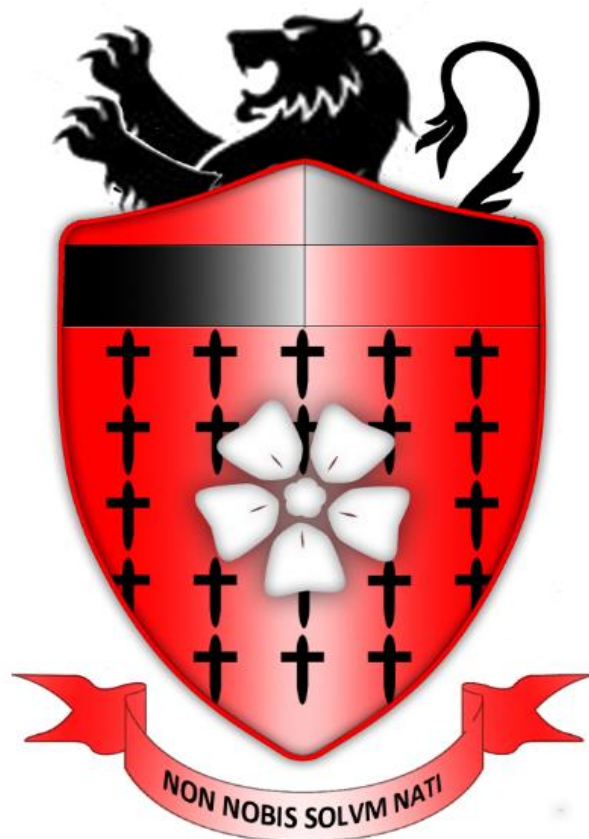


Hornsea School & Language College



Admissions Procedures and Information 22-23

Created by:	Emma Bowman (Examinations and Data Officer)	
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Admissions Procedure

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 per year group, with the exception being Year 9, where the Pan has been lowered to 210 to accommodate the 7 tutor groups in the year.

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 (Mr Wilson), 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 (the admissions page to be up and running asap) or to Mrs Bowman in the Exams and Data Office.
- The LA will allocate a place and advise Hornsea School of the allocation
- The LA requests Transfer Information / In-Year Transfer Application Form from parents/carers, and also from the previous school, and forwards this to Hornsea School at the time of place allocation.
- 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 the Admissions SLT (Mr Brocklehurst) who will arrange an appointment time with the parent/carer. The Exams Officer will liaise with the DDSL Miss Webster and Mrs Parnaby (SENCo) if their input is deemed appropriate.
- Student data is to be requested from student's previous school and co-ordinated by the Exams and Data Team.
- Mr Dexter (Head of PD) or the Admissions SLT (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 starting 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 set up testing arrangements and teaching groups.

- 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 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, Mr Dexter/Mr Brocklehurst 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 Mrs Quinn) 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 EHC 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 EHC Plan further discussion will take place regarding personalised transition planning.