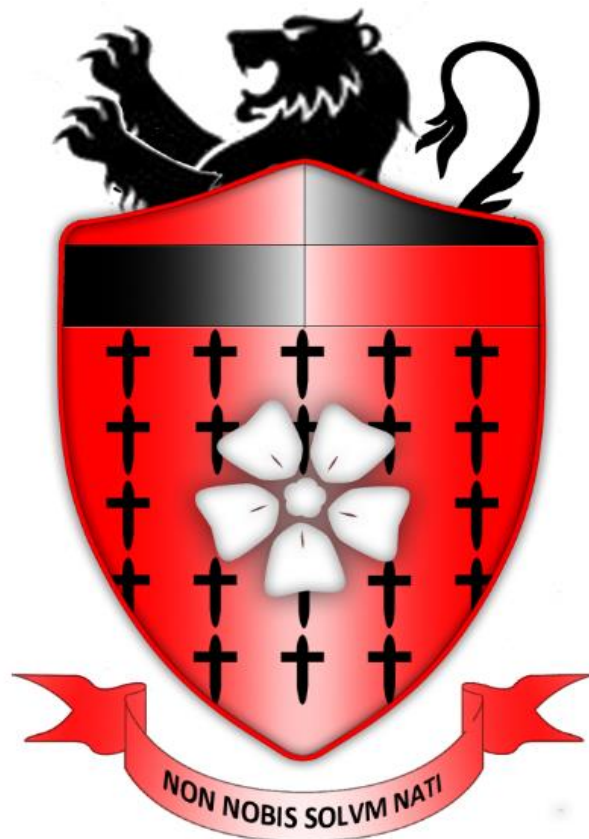


# Hornsea School & Language College



## Admissions Procedures and Information

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## 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 10, 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

- 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.
- If a place is allocated, Hornsea School will be advised 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 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 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 (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 Progress Leader(s) and Head(s) of Faculty for tutor and teaching groups. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.
- 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 Progress Leader(s) 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.

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

The admission of a CLA is overseen by the CLA 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 CLA 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.