



Aylestone School , Broadlands Primary School, Withington Primary School

Policy for Admissions and Induction

Last Reviewed On: **September 2018 SL Alderton – Assistant Head Student Services**
Adopted on: **Sept 2011**
Reviewed: **July 2011 SL Alderton**
June 2014 SL Alderton
January 2016 S Robertson – Executive Headteacher

Admissions

Rules for Admission are set out in the School Admissions Code and the School Admission Appeals Code which are legally binding. In order to assist parents in their choice we have available, on request:

- A prospectus
- Opportunities to visit during the year, including open days and an open week

Once parents have decided that they want to send their children to a federation school, they obtain an application pack from the local authority and complete it by the published deadline. The LA then follows its own admissions policies when allocating school places to children.

Admissions occur at two points in the year, one of which is fixed. Students are admitted at the start of the academic school year, in September, or are admitted throughout the year – these students are known as in-Year transfers. The policy and procedures for their admission is found below.

For applications made in the course of a normal admission round in September, offers of secondary places at Aylestone are sent by the LA to parents on 1st March and for Broadlands and Withington on 16th April. Parents, who cannot be offered one of their preferred schools must, if there are places available, be offered a place at another school.

Arrangements for selecting pupils who apply and admission priorities:

- All students whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school is admitted.
- In line with guidance the highest priority in admissions is given to looked after children and previously looked after children.
- Our admissions policy does not discriminate in any way against disadvantaged or disabled students or those with Special Educational Needs.

As a local authority maintained school our admissions arrangements are determined by Herefordshire and the link to the latest admission arrangements for our nurseries, primary school and high school, including the arrangements for selecting pupils who apply and admissions priorities can be found here:

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<https://www.herefordshire.gov.uk/education-and-learning/schools/schools-admissions>

<https://www.herefordshire.gov.uk/education-and-learning/schools/schools-admissions/reception-class-admissions>

This is where you can also find information about our oversubscription criteria (how we offer places if there are more applicants than places)

Induction

Students are informed on March 1st that they are coming to Aylestone, 16th April for Broadlands and Withington. This is the national offer day.

Admissions forms are completed and then processed by the relevant school. Students are allocated to forms or classes by the Head of Learning or Year 7 AC taking account of advice from nurseries/ parents/ primary schools about friendship groupings and ensuring that the form are mixed ability

At Aylestone new students are invited into the school for a day during the Summer Term and in the evening are invited into school for an Induction Evening with their parents/ carers during which they have the opportunity to meet their form tutors and key personnel. All primary children will have taster sessions and parents will be met with.

Students with AEN are identified by the AEN team and arrangements made to meet their initial needs. Visits will be made to primary schools or parents to collect information if necessary. Additional Induction sessions are offered to pupils with AEN and a Summer School is offered to all pupils joining the school in the summer holidays between year 6 and 7.

A visit is made to the feeder schools during the Summer Term by the Transition Coordinator and year 7 AC during which class 6 teachers are spoken to and the information sent to us by primary school children is read and taken account of.

During the first few weeks form tutors keep a close eye on their students and how they are settling in in order to ensure that their start at their new school is enjoyable and productive.

At Broadlands and Withington new students are invited to induction sessions during the Summer term. These sessions allow the children to meet their new teacher and get to know their new classroom and peers. Parents are invited to an induction evening in the Summer term, during which they are introduced to the EYFS curriculum, uniform and routines at Broadlands and Withington.

Additional Information for all schools:

For general information about School Admissions and Appeal Processes parents can visit:



Directgov, the government website, at:
www.direct.gov.uk/en/index.htm

For advice on admissions and appeals parents can telephone the Advisory Centre for Education, on: 0808 800 5793

To get free advice on the admissions and appeals process parents can go to:
www.ace-ed.org.uk or text ADMISSIONS to 68808

The LA is the admissions officer for Aylestone Broadlands and Withington and offers are made through the School Admissions Team whose address is:

School Admissions Team
Children & Young People's Directorate
Herefordshire Council
Plough Lane
Hereford

Information on transport can be found at www.herefordshire.gov.uk (transport) or the transport section on 01432 26093.

Protocols and Arrangements for the Admission of In – Year Transfer Students (For those joining at any time other than at the start of the academic year)

Local authorities are obligated to formulate schemes for coordinating applications made during the academic year and applications for admissions to age groups other than the normal year of entry. It requires a common application form to be completed, allowing at least 3 preferences and to give reasons for them. There is a direct interface between any In Year Transfer scheme and LA's "In Year Fair Access" which includes children who have been permanently excluded, children attending PRU's integrating back into mainstream education, traveller children, children with SEN (but without an EHCP), children who display behavioural difficulties, "serial" movers (children who been transferred at least twice before without an address change reason) etc.

In Year Transfer summary of procedure

- Parent/Carer - visits requested school
- Parent/Carer - request form from the School Admissions Team – School Admissions
- LA School Admissions Team issues In Year Application Form on the same day
- Parent and current school - complete application form
- Parent/Carer - returns application to School Admissions Team within 5 school days
- School Admissions Team assesses the application form.

The School Admissions Team informs parent/carer of the outcome within 10 school days from the date the parent/carer first requested the application, provided that the parent/carer returned the form within the 5 school days, if a straight forward application. If it is not a straight forward application, the School Admissions Team



will forward details to the In Year Fair Access Panel to consider and make a decision within 20 school days, and inform the parent/carer of the outcome.

When we receive an In Year Transfer Application Form from Admissions the AH S+SS or Head of Learning deals with this request. The Sims Manager records on the admissions spreadsheet the date of receipt and other relevant details. Parents are then invited to arrange an admission meeting. This is not an interview, and admission cannot be dependent upon it, but attendance at the meeting demonstrates a commitment by the parents and the student to wanting to join Aylestone, Broadlands or Withington and provides an opportunity for them to tour the school(s).

The admission meeting follows a brief tour of the school. It includes a discussion about why the student wants to come to our school(s) and completion of a standard admission form. This is passed on to the SIMs Manager so that essential information is transferred onto SIMs.

At this meeting parents are asked about attendance, behaviour, academic ability and, if relevant, options. The student's start date is normally set for 5 working days after the admission meeting although this is not necessarily confirmed with parents at this point. All new secondary students have induction in student services unless there are exceptional mitigating circumstances. If it is decided to go to Fair Access the parents are informed.

Once an admission is agreed, the SA3 form is completed, signed by the HT, Head of Learning or AH and returned to Admissions team at the LA. Start dates and times are confirmed.

The following information is shared with parents:

- a school prospectus
- the most recent newsletter
- key information, including a data protection notice , uniform details and frequently asked questions

Previous schools or settings are contacted for key information -the information requested consists of:

- Attendance data
- Academic performance data
- Student behaviour record and, in particular, details of any exclusions
- AEN
- CP issues

If students require additional testing, the SENCO/LSCO is informed and they arrange for this testing to take place during the Induction period.

At Aylestone the new student is allocated a form and house by the relevant Achievement Co-ordinator, and to sets by the Assistant Head (Teaching and Learning).

At all schools on a student's first day, he or she is met and greeted by their form/class teacher.

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Class/Form tutors allocate a buddy who can help new student's pupil settle in for the first few days. Class/Form tutors also contact the parents of a new student within the first ten days at school in order to confirm that the new student is settling in well.

The start date is communicated to all staff.

When student's files arrive from their old school, they are passed on to the AC /class teacher and details shared with other teachers as appropriate. Files are then placed in student files.