

# Admission of New Pupils

Policies at this academy are designed to support the ethos, aims and vision of the academy as outlined in the Academy Improvement Plan and Strategic Intents. They are written in accordance with the five outcomes contained within Every Child Matters:

- Being healthy.
- Staying safe.
- Enjoying and achieving.
- Making a positive contribution.
- Achieving economic wellbeing

## 1 Rationale

- 1.1 To provide a fair admission policy for all pupils seeking places at this academy
- 1.2 To provide pupils transferring to this academy from other local academies and from academies countries outside this town with a smooth and supported transition to their secondary education.

## 2 Broad Goals

- 2.1 To make the admission of new pupils administratively efficient and to ensure the best possible opportunity for new pupils to settle into academy quickly.
- 2.2 To ensure that requests for admission from whatever source (Website, academy reception, telephone, email) follow the same procedure and are seen to be fair and equitable.
- 2.3 In years that are full to facilitate the administration of our waiting list.

## 3 Outcomes

- 3.1 Pupils that settle into the academy quickly with the minimum disruption to themselves and others.
- 3.2 All pupils' information, including previous UK academy records collected within two weeks of a pupil being admitted to this academy
- 3.3 We will ensure that those pupils who seek admission to this academy who have additional needs are offered the appropriate level of assessment, induction, support and mentoring that is available to all new pupils.
- 3.4 Staff that are informed efficiently and quickly of the arrival of new pupils.

## **4 Monitoring and Evaluation**

- 4.1** Monitoring of admission requests is conducted weekly by the Senior Member of staff responsible for admissions
- 4.2** The procedure adopted each academic year is determined by a thorough analysis of the previous year's admission patterns and the number of places available within the academy. This is then reviewed each term in the light of current demand.
- 4.3** An analysis is undertaken each year reviewing admission, assessment, induction and the progress made by casual admissions.
- 4.4** The appropriate Year tutors will monitor the effective induction of new pupils together with the academy's support for learning team.

### **The Academy– Admission Procedures**

- a)** Request form for entry is filled in by parents, reception staff from phone calls.
- b)** Request forms are submitted to Admissions at the Administration department.
- c)** Admission Interview and Assessment date will be arranged by phone, in person.
- d)** Admission Interview 15 minutes, Admission Assessment and tour of the academy, (1 hour). Assessment comprises of reading tests, spelling tests, a piece of writing assessment of Speaking, Reading and Writing.
- e)** All data from above will be collated and discussed with the Admissions Administrator and Senior Member of staff. Decision of re-admission date to be determined by Principal.
- f)** Parents will be contacted to arrange start date usually a week after initial interview.
- g)** School and academy records will be sent for and former schools/academies will be contacted.
- h)** Copy of Admission forms go to Year Tutors and EAL/ SEN if appropriate.
- i)** Timetables will be produced by main office.
- j)** Admission day – pupil and parent are to be greeted by Director of Education.
- k)** Pupils requiring extra English lessons will be informed and timetables amended within the first week at academy.
- l)** New pupils follow induction procedure and monitored by EAL/SEN staff for first four weeks.