



THE HESSE FEDERATION OF SCHOOLS



ADMISSIONS POLICY

Effective Date: March 2010

Date of minuted approval by the governing body: 18 March 2010

Review Committee: Full Governors

Review Date: March 2012

1. Informing Prospective Parents and Students

This is done in a variety of ways:

a) Literature available

- School Prospectuses
- Information for Parents
- Curriculum Booklet
- Sixth Form Prospectus

It is the responsibility of the Deputy Head - Head of School, Penshurst Primary School and the Deputy Head - Director of Studies, Hesse High School to keep all literature up to date.

b) Arrangements for the New Intake across The Federation

- Year 5 taster lessons occur
- when possible the Executive Head, Senior Staff and Head of Year 7 visit local primary schools and talk to parents and pupils
- transition activities are organised following the annual transition conference
- teaching staff visit primary schools
- induction evening in July, staggered start in September
- in the case of prospective Sixth Form students, the Head of Sixth Form organises an open evening during the Autumn term and also sees students and parents on a regular basis throughout the year.

c) Open Evening

Hesse High School holds an Open Evening in September for all prospective Year 7 students and their parents. This is open to Year 5 and 6 pupils and is organised by the Assistant Head - Behaviour for Learning.

d) Parents' Visiting

Parents are welcome and actively encouraged to visit the school during a normal school day for an escorted tour with students or a Senior member of staff.

2. Admissions Arrangements

The LA issue forms in the Autumn term asking for parents' decisions on Nursery, Foundation Stage 2 and Year 7 entry. Information is sent to the East Riding Education Offices who inform the Executive Head of the number of students / pupils seeking admission.

During the Spring term, the Education Authority offers places to the students up to the Planned Admission Limit and those parents who have not been offered places then consider the Appeals Procedure where appropriate.

- A phased induction to the Nursery will involve work with parents and children.
- Transitional activities will be planned to aid Nursery to FS2 movement.
- A KS1 information afternoon will be held and lead by the Assistant Head Teaching for Learning.

3. Students Joining the School During the Course of an Academic Year

Students / pupils moving into the area and allocated a place will normally be interviewed with parents by the appropriate member of staff, Deputy Head - Head of School PPS, Head of Year or Head of Sixth Form and shown around the school before being admitted.

Parents of students transferring from other local schools who are not moving house, will first be advised to contact the Head of their existing school before seeking admission to Hessle High School. Admission will depend on space being available and parents will, be advised of the need to contact the LA to apply for a place at either school in The Federation.

- Where the child has been attending another school it is essential that personal / academic data be transferred as efficiently as possible. Prior to admission the following people should be made aware
 - **HHS**
 - Deputy Head - Director of Studies - action timetable
 - Executive Head's PA - CTF transfer
 - Assistant Head - Standards - on line CAT test
 - Tutor - induction / buddy arrangements
 - Classroom teacher
 - **PPS**
 - Deputy Head - Head of School
 - Assistant Head - Teaching and Learning - action appropriate learning
 - School Secretary - CTF transfer
 - Class teacher - induction buddy arrangements