



## ADMISSION OF STUDENTS POLICY

### MISSION STATEMENT

Our aim is that we learn and achieve together. To do this we will:

- \* Ensure every student succeeds
- \* Shape our curriculum to meet students' interests, needs and aspirations
- \* Strive to be effective in all we do
- \* Work in partnership in the interests of students
- \* Manage our resources to support our students

### RATIONALE:

Every parent has a legal duty to ensure that every child of compulsory school age receives full time education suitable to his/her age, ability and aptitude.

The Authority must make arrangements so that parents may express a preference for the schools where they wish their children to be educated.

The Education Committee publishes a limit on the number of children who may be admitted to each school within a school year.

The limit for 2015/16 for Y7 is 315, Y10 is 347.

### Northallerton School & Sixth Form College (NSSFC)

### PURPOSES:

In practice:

We work hard to ensure close liaison enables the transfer process to be as smooth as possible for each individual student. The transfer process includes Open Evenings and a whole host of transition activities and Taster Days.

Transfer and induction liaison covers curriculum and guidance aspects of each individual student's needs.

The school will also ensure students transferring from schools other than the feeder schools experience an appropriate transfer and induction and have access to a curriculum that meets their needs.

We are happy to talk with families of possible new entrants on an informal basis, to send information and to show people around our school. **However, formal admission to the School can only be granted by the Local Authority (LA)**. The LA will apply the North Yorkshire Admissions Policy to all applications. If you are unsuccessful, you can appeal through the LA to an independent panel. Details are to be found in the County's 'Information for Parents' booklet which can be obtained from the Harrogate Education Office on 01609/533679.

### **Is my child entitled to a place at the school?**

Each child of secondary school age who lives within the 'catchment area' of the School is entitled to a place at **that school** under the terms set out in the **LA's** Admissions Policy. If there are still spare places after all students entitled to a place are on the roll, young people who live outside the 'catchment area' can be allocated places, again under the terms set out in the LA Admissions Policy.

Whether inside or outside the 'catchment area', **all parents who want their children to attend the school are required to complete a preference form to indicate their preferred school choice.** As a

guideline, approximately 75% - 80% of our places are normally taken up by children living within the 'catchment area', although this can change from year to year.

### **How does my child obtain a place in Year 7?**

In the September of your child's last year at primary school, your child's school will receive an invitation from us to visit the School.

**The Open Evening** will enable you to meet staff from our School, receive further information about **the school** and have a look at some of the facilities we offer. If you cannot attend on the date offered for the Open Evening, we would be pleased to see you at another time. Please contact the School to make arrangements.

**Before the end of December** you will need to fill in a preference form requesting a place at the School. If your child attends an LA school in North Yorkshire, you will receive a North Yorkshire LA preference form via your child's primary school.

**If your child attends a school in another authority** you will need to indicate your choice of **school** on your own local authority's form. They should let North Yorkshire know of your preference. In this case, because of the large number of applications being processed, it would also be a wise precaution to let NYCC know of your application in writing and to ask for an acknowledgement that they have received your letter.

### **When will I know if my child has been given a place in Year 7?**

By the **end of March** you will have heard if a place has been allocated at **the school**. If a place has not been given, you can appeal. Appeals will be heard before the end of May. Details of the appeals procedure can be obtained from NYCC.

### **What happens when the School knows that my child will be joining NSSFC?**

When the names of students coming to **the school** are received by us, we talk with your child's primary school teacher(s), visit the children in their primary schools and ask you to give us more information about your child. This all helps us to decide which Family tutor group your child will join in September.

In late June, if your child has been given a place at our school, you will be invited to join us at School to receive further information, ask questions and meet your child's Family tutor.

In July your son/daughter will spend **an induction period in their new school** with all other new entrants to prepare for joining us in September. They will spend time getting to know each other, finding their way around and preparing for their first day in secondary education as part of a supportive and reassuring programme.

### **What happens if we are moving into the area during the course of the school year, or into a year group other than Year 7?**

You will still need to contact the LA Harrogate Office to see if the School has places available in the year group. The School will make every endeavour to accommodate students moving into the 'catchment area', even if the year group is full, but will not admit students living 'out of catchment area' to a full year group.

Once a place has been confirmed by NYCC, you will be asked to contact the School to arrange a time for you and your son/daughter to visit us. On the day of the visit you will meet a senior member of staff to talk about joining the School, have a look at our facilities and pass on information which will help us to place your son/daughter in a suitable Family tutor group.

If your child is joining after Christmas in Year 7, or any other year group in Years 8 or 9, s/he will be asked to complete some assessments in English, Mathematics and his/her main Foreign Language. The outcomes, together with information from the current school, will be used to place students in teaching groups which suit their present level of performance.

This process is known as a 'mid-course transfer' (MCT).

### **When my child has started at NSSFC who will be looking after his/her progress, welfare and development?**

Your child's Form **tutor** is the main teacher who has responsibility for the care, welfare and development of a tutor group comprising about 25 young people.

Each student is placed in a **tutor group** on joining the School. Interests and friendships are key factors which decide which tutor group each student joins. Unless circumstances change, your child will have the same group tutor until the end of Year 9. By having contact for this length of time, there is an opportunity for student, parents and tutor to get to know each other well.

At the start of Year 7 your son/daughter will join a mixed ability tutor group. Because we believe that friendship links are important to settling in, most of our new students will find themselves in groups with a number of others known to them.

Some students do come not knowing anyone else but they still settle in quickly because of careful discussions between home and School. The welcoming and friendly nature of students already here is of great help to new children coming to **NSSFC**. Taking part in some of the activities we offer also helps.

The tutor is the main point of contact for all students each day because they register in their tutor groups. The tutor has an overview of the development and progress of each individual in the group. This is achieved through daily contact, through contacts with home, in conversations with students and staff and by being involved in bringing together reports and reviews prepared by subject teachers.

The tutor should, therefore be your first point of contact should you have any concerns or queries.

North Yorkshire LA admission policy is available by contacting the North Yorkshire LA Admissions, Children and Young People's Service, Jesmond House, 31-33 Victoria Avenue, Harrogate, HG1 5QR, email [schooladmissions@northyorks.gov.uk](mailto:schooladmissions@northyorks.gov.uk), tel 01609/533679.

## **Northallerton School & Sixth Form College**

### **PURPOSES:**

In practice:

- Students who are joining NSSFC at the end of Year 6 take part in an induction week to prepare students for the beginning of KS3. NSSFC works hard to ensure close liaison enables the transfer process to be smooth for each individual student. The transfer process includes Open Evenings and an induction week.
- Students undertake their education at NSSFC on 2 separate sites. Years 7 – 9 are taught on the School Site on Brompton Road, Years 10-13 are taught on the College Site on Grammar School Lane. Despite this, movement between year groups and key stages is exactly as would be expected in a one site school. Students move into KS4 in the final weeks of July to ensure a prompt start to exam courses and to ensure that option choices and class groupings are effective in ensuring positive outcomes.

Transfer and induction liaison covers curriculum and guidance aspects of each individual student's needs.

The school will also ensure students transferring from schools other than the feeder schools experience an appropriate transfer and induction and have access to a curriculum that meets their needs.

The colleges follow the Authority Guidelines about In Year Fair Access and Managed Moves.

### **GUIDANCE:**

Following initial contact a full set of brochures will be sent to parent(s). Mid-term admission of student will include the following:

- An induction meeting for parents and the new student will be arranged at college. The meeting will cover personal details, admission form, tour of the college, discussion of the students' individual needs regarding curriculum etc., promotion of the college through discussion of results and establishing who has parental responsibility for the student.
- Receive confirmation from North Yorkshire County Council Education Department of the parental request to attend the College.
- Admission date to be agreed at induction meeting, allowing time to make timetable arrangements.
- All necessary permission forms signed by parents and students.
- Request information and file from previous school. (Schools receiving this request have 15 days to comply)
- Uniform purchased from college/local suppliers.
- Inform all receiving staff.
- Enrol student on admin network.
- Ensure that no student is disadvantaged because of race, gender, background or any other divisive factor.
- Prepare for and make arrangements for individual needs of student including special educational needs.
- Finalise timetable, allocate tutor group.
- Meet student and parent on first morning.
- North Yorkshire LA admission policy is available by contacting the North Yorkshire LA Admissions Personnel on 01609 534479.

### Policy Review dates

Review Date	Changes made (Y/N)	By whom	Approved by Governors
May 2006	Y	STM	
Sept 2007	Y	STM	
Sept 2008	N	STM	N/a
Sept 2009	Y	LP/JK	10/12/2009
May 2011	Y	LP	07/07/2011
May 2012	Y	ATh/LP	12/07/2012
May 2013	Y	ATh / LP	11/07/2013
Sept 2014	Y	MH	1/10/14
Sept 2015	Y	MHi/ATH	28/09/2015

**Signed:..... (Chair of Governors)**