



POLICIES AND PROCEDURES
ADMISSIONS & MID-YEAR LEAVERS POLICY

Version 1

Admissions

All Year 7 admissions to the school are now administered by Kirklees Admissions Authority. Applications for entry in September to Year 7 are processed via the Local Authority

All applications for an in-year admission to a school must be made on the Kirklees In-year Common Application Form (ICAF). This includes applications from parents/carers who reside outside Kirklees. The ICAF asks a Kirklees parent/carer wishing to change their child's school to complete **a separate form for each school** to which they prefer their child to transfer. Where a change of school is requested for reasons other than a significant change of address, the child's current head teacher must complete the relevant section of the ICAF. Parents/carers should return the completed ICAF to the School and the school will then write to the parent/carer within 20 days to inform them if a place can be offered. The school will inform the LA of the application and again once the child has started.

The admission limit for each year group is currently 180.

The Authority's admissions policy changed in September 2004 and there is no longer a guaranteed place for any child in any of the priorities.

Places at North Huddersfield Trust School are offered by the Authority in the following order of priority:

For Admission to All Key Stages

- 1) Looked After Children/Previously Looked After Children
- 2) Children who live in the school's Priority Admission Area (PAA) who have an older brother or sister attending from the same address at the date of admission
- 3) Children who live in the school's PAA
- 4) Children who live outside the school's PAA who have an older brother or sister attending from the same address at the date of admission
- 5) Children who live outside the school's PAA

Community and voluntary controlled schools will admit children with EHCP's where the statement names the school via SENACT.

Notes

a) Children in priority 1 above may also be admitted above the Published Admission

Number (PAN).

b) If we cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school. Distance is measured in a straight line.

c) 'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date prior to the final allocation of places.

d) A Priority Admission area means a geographical area determined by Kirklees in consultation with the Governing Body of the school.

Managed Transfers – at NHTS we follow the managed transfer protocols as agreed by Kirklees schools.

We only offer a managed transfer with the full support of the child's parents/carers and usually the agreement of both 'sending' and 'receiving' schools. A managed transfer may be considered if –

- The parents/carers are uncertain about a permanent change of school for their child but feel that this is an option that they wish to explore.

Or

- Where either the 'sending' and/or 'receiving' school feel that a permanent change of school may not necessarily be in the best interests of the child but where a managed transfer for a period of up to 6 or 8 weeks will help to inform this decision.

All managed transfer are undertaken with the expectation from the receiving school that the move will become permanent.

The school is an active member of the South Kirklees Behaviour and Attendance Collaborative.

STUDENT (MID YEAR) LEAVER

Aim

The school's exit procedures for students who are leaving school aim to:

- Provide appropriate support and guidance to students as they transfer to another school or provider;
- Ensure appropriate communication with the new school or provider;
- Maintain up to date on roll data;
- Ensure the return of all school property and equipment;
- Ensure all subject teachers have up to date class cohorts.

Roles and Responsibilities for exit procedures

1. Parents are expected to ensure the following:

- Notify the school that their child is leaving and give a reason;
- Inform the school of the name of the new school or provider;
- Ensure that their child continues to attend NHTS until the start date at their new school (unless a significantly distant house move makes this impractical);
- Inform NHTS of the proposed start date.

2. Year Team support the office manager and ensure the following:

- Conduct an exit interview with the student to find out reasons regarding the transfer to another school or provider;
- All school property such as text books and equipment are returned to the relevant areas in school;
- Forward any relevant student documentation to the officer manager to forward to the new school or provider.

3. The Office Manager (supported by the Year Team and other relevant identified staff) oversee student leavers and ensure the following:

- The internal roll book is up to date;
- The student is entered as a 'leaver' on SIMS;
- SEN admin are informed if the student is on the SEN register or has a medical need and all relevant documentation is prepared and forwarded to the new school;
- The relevant year team are informed and asked to prepare any documentation if any to be forwarded to the new school or provider;
- The school canteen is informed if the student is identified as being on the free school meals via SIMS;
- The student is taken off roll when the new school or provider contacts school to say that they have started;

The data manager and network manager are informed when the student is removed from roll. Once the student has started at the new school or provider the office manager:

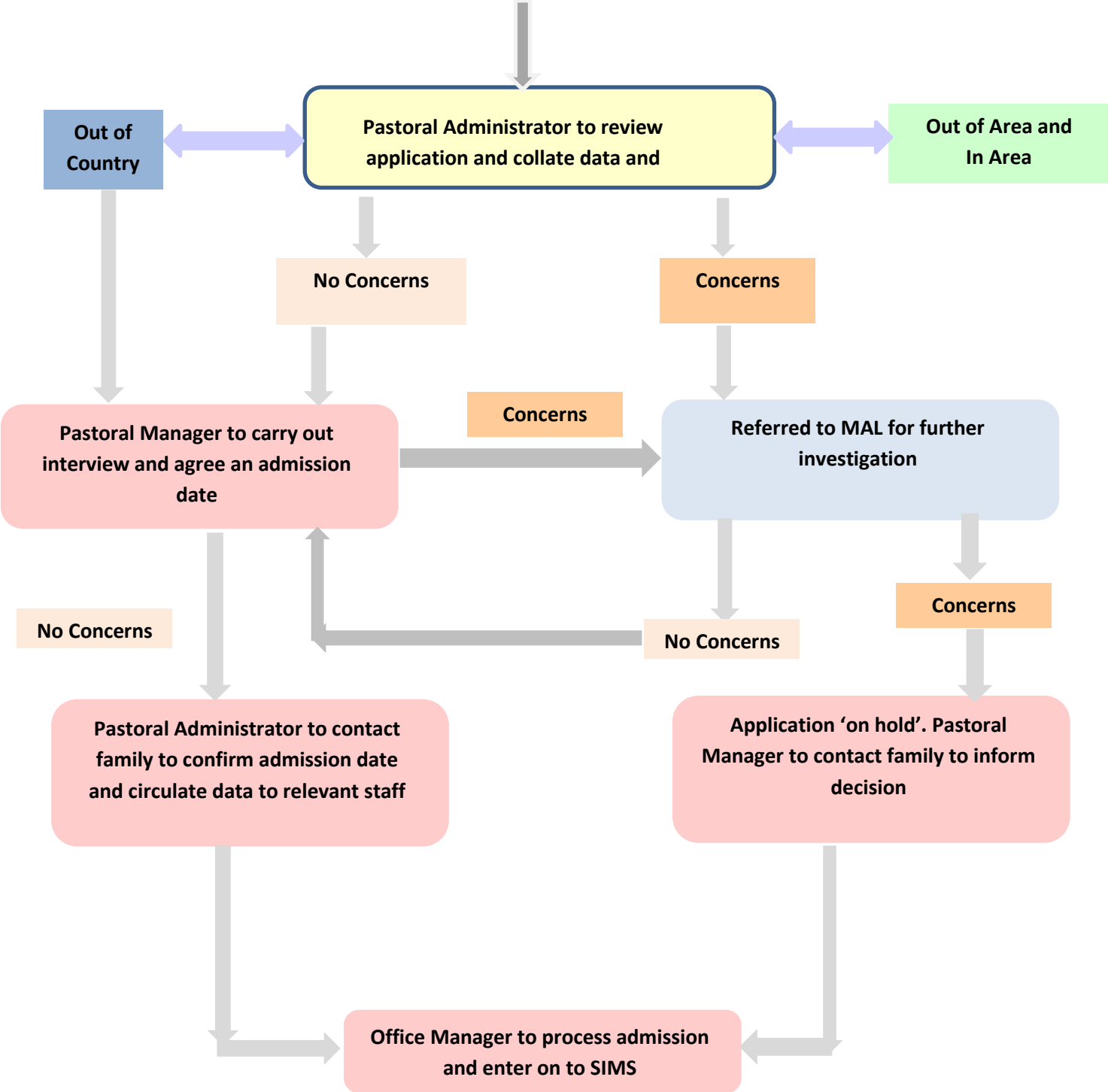
- Sends the Common Transfer File (CTF) to the new school or provider by anycomms;
- Forwards any relevant documentation from the year team to the new school.
- Takes the student off roll;
- Informs all staff by email the date that this student came off roll;
- Publishes this information in the weekly staff bulletin.

If no word has been given from the new school or provider regarding the student starting then the office manager ensures the following:

- The new school or provider is contacted after two days (within the ten day guideline) after the original start date;
- Informs attendance in school to contact appropriate agencies if student has not started at the new school or provider.

ICAF

Received in School by Office Manager and passed to Pastoral Administrator



ICAF

Received in School by Office Manager and passed to Pastoral Administrator

OUT OF COUNTRY

OUT OF AREA

IN AREA

1. Log ICAF		1. Log ICAF	
2. Confirm receipt with parent		2. Confirm receipt with parent	
		3. Contact current School with Data Request Form	
		NO CONCERNS	CONCERNS
3. Agree a date for initial meeting with family with Pastoral Manager		4. Agree a date for initial meeting with family with Pastoral Manager	Referred to MAL (A) (B)
4. Contact family with date of meeting and collate admissions pack and pass to Pastoral Manager		5. Contact family with date of meeting and collate admissions pack and pass to Pastoral Manager	
5. Pastoral Manager to carry out interview.		6. Pastoral Manager to carry out interview.	
Outcomes: <ul style="list-style-type: none"> Agree admission date and return pack to Pastoral Administrator (A) Further meetings required. Pastoral Manager to liaise (B) Concerns raised to be discussed with MAL (B) 		Outcomes: <ul style="list-style-type: none"> Agree admission date and return pack to Pastoral Administrator (A) Further meetings required. Pastoral Manager to liaise (B) Concerns raised to be discussed with MAL (B) 	A. Concerns addressed with a positive outcome and passed to Pastoral Administrator to process for admission
A. Contact family to confirm admission date <i>(No data available for these applicants)</i>		A. Contact family to confirm admission date Circulate data to relevant staff – 5 day SLA for staff to return information prior to admission	B. Application 'on hold'. Passed to Pastoral Manager to contact family with decision.
B. Further action by Pastoral Managers. Once completed pack returned to Pastoral Administrator		B. Further action by Pastoral Managers. Once completed pack returned to Pastoral Administrator	Pastoral Administrator to update tracking log and pass paperwork to Office Manager to enter on to SIMS
Office Manager to process admission and enter on to SIMS	Pastoral Managers to liaise with Data Manager to agree timetable	Office Manager to process admission and enter on to SIMS	Office Manager to process admission and enter on to SIMS

New Student Admission Information/Data Request Form



Surname	Forename:
Date of Birth:	Present Year Group:
Present School:	
Home address:	
Postcode:	

Student data:			
Test Results	English	Maths	Science
KS2 Levels & Scores			
KS3 Levels & Scores			
GCSE Modular Test Results			

Attendance % current academic year	Punctuality % current academic year	Unauthorised Absence % current academic year

Has the pupil ever been excluded from school? Yes No

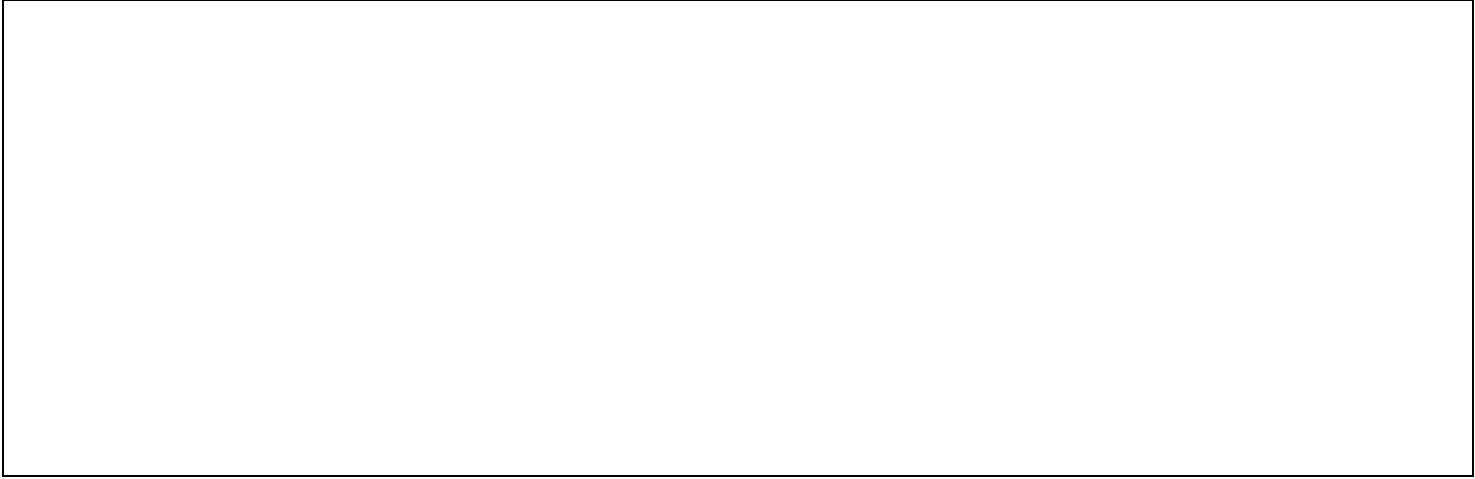
Has the pupil ever had an internal exclusion in school? Yes No

If YES to either question, please state whether fixed or permanent, number of days and reasons for exclusion(s):-

<p>Is the pupil on the SEN Register <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Does the student have an EHCP plan in place <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date of last review:</p>
<p>Comments re: SEN status</p>

Is the child a Young Carer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the child/family have a Social Worker?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the child/family have a YOT Worker?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the child currently included in any TAF/CIN/CP/LAC activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the child currently supported by any other external agencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(if yes please provide details below)</i>	
Is the child currently accessing social/emotional support within School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any safeguarding issues relating to this child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(if yes please provide details below or attach to form)</i>	

Are there any further comments that you feel may be helpful when considering this application?



Sign.....

Date.....

Please return to Year Team by email: officemanager@nhtschool.co.uk for the attention of Karen Porter

Karen Porter

Pastoral Administrator

01484 452100

IN YEAR ADMISSIONS BOOKLET

Please complete in full

Data Protection Act 1998 – The School is collecting this data in order to meet its statutory responsibilities for the provision of education to children in accordance with the requirements of the Education Act 1996 and The School Standards and Framework Act 1998. Some of this data will be shared with the Local Authority and may be shared with other agencies that are involved in the health and welfare of school children.

Student Details

Legal Surname: _____ Legal First Name: _____

Preferred Surname (if different) _____ Preferred First Name (if different): _____

Middle Name(s): _____ Date of Birth: ____/____/____ Gender: Male Female

Home Address and postcode:

Who does your child live with at this address? **Please list all adults:**

Name _____ Name _____ Name _____

Relationship to child _____ Relationship to child _____ Relationship to child _____

If your child has any siblings who attend this school, please provide their names:

Ethnicity Information

Nationality: _____ Religion: _____

Was your child born in the UK – Yes No if no what country were they born in? _____
 and what was date of entry to the United Kingdom? _____

Ethnicity: *(please tick)*

White: British

Asian or Asian British: Pakistani

British: Bangladeshi

White: Other

Gypsy/Roma

Black or Black British: Caribbean

British: African

Mixed: White and Black African

and Asian

Chinese

group

Prefer not to say

Asian of Asian British: Indian

White: Traveller of Irish Heritage

Asian or Asian British: Other

Mixed: White and Black Caribbean

Black or Black British: Other

Mixed: Other

White: Irish

Asian or Asian

White:

Black or Black

Mixed: White

Any other ethnic

First Language:

English

Other *(please state)* _____

Prefer not to say

Language Spoken at Home:

English

Other *(please state)* _____

Prefer not to say

Additional Information

Name of last school attended

Does your child have any disabilities or any Special Educational Needs? Yes No

Is your child currently in Local Authority Care? Yes No

Does the child have a parent currently serving in the UK military? Yes No

Is your child entitled to Free School Meals? Yes No

Is your child a Young Carer? Yes No

Please detail any court orders or private fostering arrangements applying to the child: *(e.g. Ward of Court, Legal rights of access)*

What type of meal will your child be having? **School Meal/ Packed Lunch**

What is your child's usual mode of travel to and from school? _____

Medical Details

Doctor's Name: _____ Telephone Number: _____

Medical Practice Name and address: _____

Do you give permission for the school to call the doctor in an emergency? Yes No

Do you give permission for the school to administer first aid in an emergency? Yes No

Do you give permission for the school to administer paracetamol/ibuprofen/allergy relief for the relief of minor ailments such as headaches, period pain, hayfever?

Yes No

Please provide details of any medical conditions or dietary requirements that the school should be aware of, and any emergency action that should be taken: *(e.g. Asthma, Epilepsy, Allergies to bee stings, nuts or particular medicines etc.)*

PLEASE PROVIDE AS MANY CONTACT NUMBERS AS POSSIBLE, IT IS EXTREMELY IMPORTANT THAT WE CAN CONTACT SOMEBODY IN AN EMERGENCY.

Contact Details

Priority	Title	First Name	Surname	Gender	Relationship to child	Parental Responsibility?
1						Yes/No
Address:					E-mail Address (very important)	
Postcode:						
Home Phone:		Mobile:	Work Phone:	Main phone no:		
Priority	Title	First Name	Surname	Gender	Relationship to child	Parental Responsibility?
2						Yes/No
Address:					E-mail Address:	
Postcode:						
Home Phone:		Mobile:	Work Phone:	Main phone no:		
Priority	Title	First Name	Surname	Gender	Relationship to child	Parental Responsibility?
3						Yes/No
Address:					E-mail Address:	
Postcode:						
Home Phone:		Mobile:	Work Phone:	Main phone no:		

I confirm that the information provided is correct:

Parent/Carer Signature:

Date

Form Completed on behalf of parent by:

Date

Parental Consent and Permissions Form

It is extremely important that you read the following statements carefully and tick all boxes that you give permission for.

Publications Consent

Occasionally, we may take photographs of the children at our school. We may use these images in printed publications such as our school's prospectus, on our website as well as on our social media accounts (Twitter and Facebook). We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local newspapers.

Please tick to confirm that you have read the above statement and give your consent

Low risk school visits

I consent to my child attending low risk trips and activities during the school day. If the trip or visit is deemed to be of high risk or falls outside normal school hours, a separate consent form will be required. I understand that it is my responsibility to ensure that my child's contact and medical information is kept up to date.

Please tick to confirm that you have read the above statement and give your consent

Parent/Carer Signature:

Date:

Permission Biometric Information

Biometrics is a method of recognising an individual based on their biological characteristics such as a finger print. Sensors are used to scan the child's finger and converts the information into an electronic digital picture, this is then stored and used to recognise each individual student within the school.

North Huddersfield Trust School use a cashless register system in the canteen for students to obtain food and drinks at school. In order for student to use this facility we are required to obtain your child's biometric data, please sign below to confirm you are happy for us to collect this data from your child.

Please note that when you child leaves the school, the data is automatically deleted from our systems.

Parent/Carer Signature:

Date:

Internet and Electronic Communications

Parent / Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can motivate, inspire discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the Student Acceptable Use Agreement can be seen in the student planner, so that parents / carers will be aware of the school expectations of the young people in their care. We have a dedicated online safety area of our school website to support both students and parents.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

I give permission for my child to have access to the internet and to ICT systems at school.

I know that my child has signed an Acceptable Use Agreement in their school planner and has received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

I will support the school approach to online safety and not deliberately post comments or upload any images, sounds or text to social media (or other digital media) that could upset or offend any member of the school community or bring the school into disrepute.

Parent/Carer Signature:

Date:

Does your child have access to a computer/laptop with internet access at home?

Yes No

North Huddersfield Trust School has extensive e-safety resources to support parents; these can be found on the school website: www.nhtschool.co.uk and school VLE: vle.nhtschool.co.uk.