



POLICIES AND PROCEDURES

ADMISSIONS & MID-YEAR LEAVERS POLICY

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. 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 EHCPs 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 transfers 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:

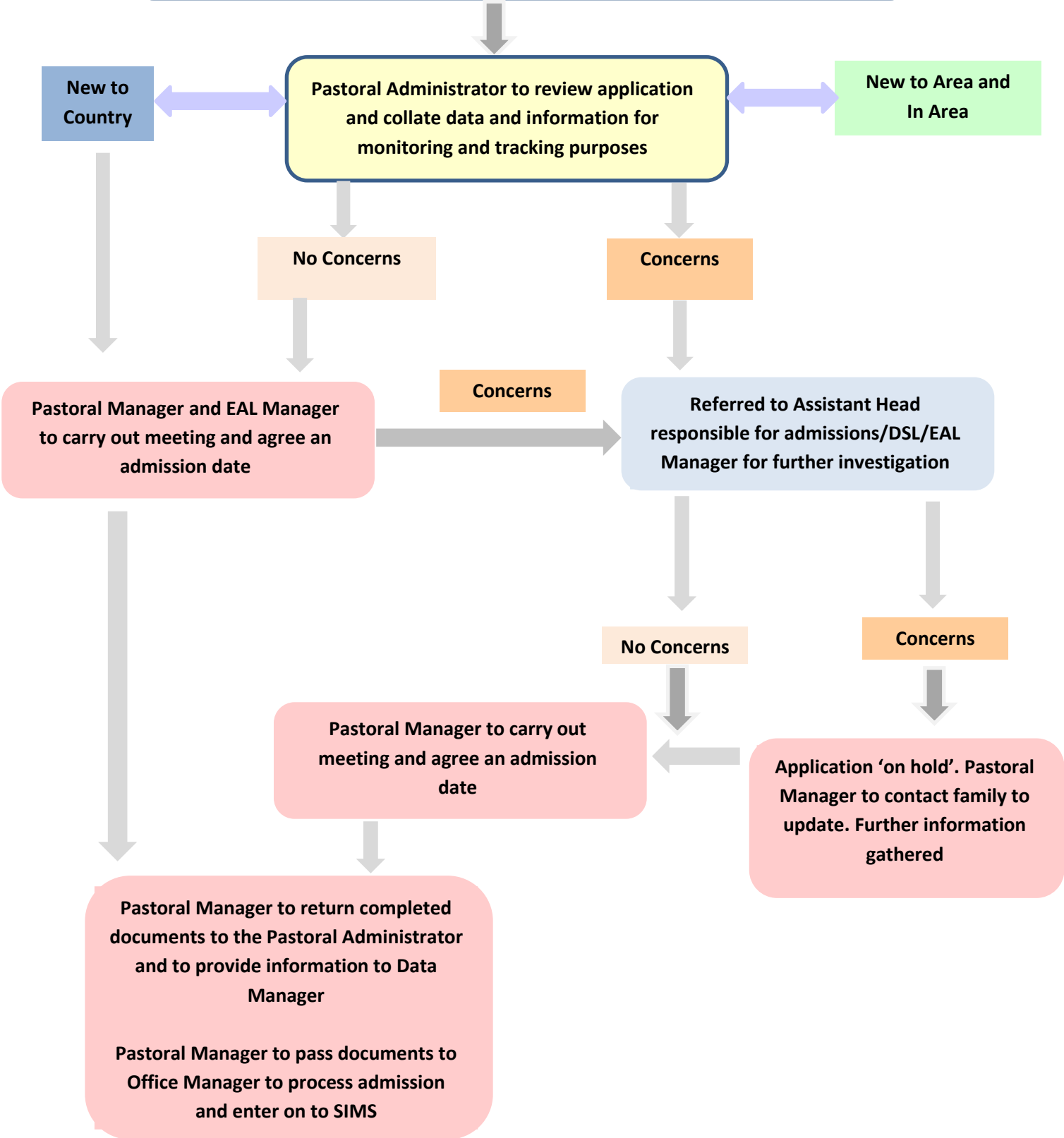
- Sends the Common Transfer File (CTF) to the new school or provider by AnyComms;
- Forwards any relevant documentation from the year team to the new school;
- Takes the student off roll;
- Informs all staff by email the date that this student came off roll;

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 a student has not started at the new school or provider.

ICAF

Received in School by Office Manager and passed to Pastoral Administrator



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

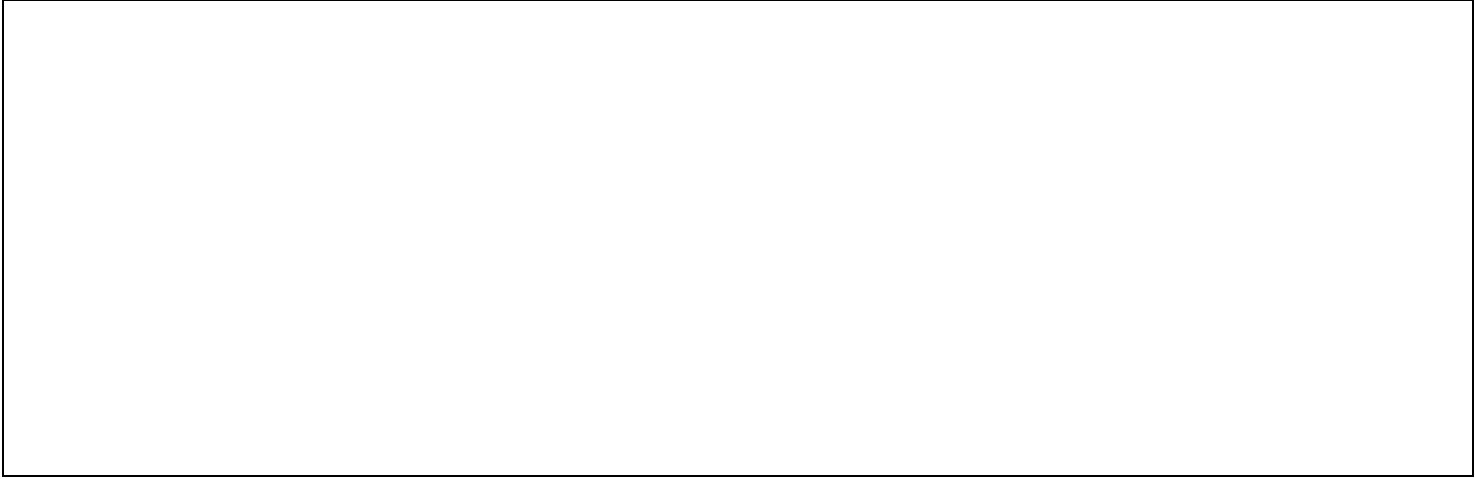
Has the pupil ever had an internal exclusion in school? Yes No

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 via AnyComms Safeguarding for the attention of Karen Porter.

Karen Porter

Pastoral Administrator

01484 452100