



## **The Hessle Academy Admissions Arrangements**

**Effective Date:**  
November 2015

**Date of minuted approval by the Board of Directors:**  
17 November 2016

**Review Committee:**  
Board of Directors

**Review Date:**  
November 2018

**Owner:**  
Executive Headteacher

The Hessle Academy caters for the educational needs of 3–19 year olds, the Academy admits learners of compulsory school age to Reception/Foundation Stage 2 at Penshurst Primary School and learners will continue their education at Hessle High School and Sixth Form College in Year 7.

Penshurst Primary School has a nursery provision (Foundation Stage 1) catering for 52 full time equivalent children from the term in which they turn three years old. Parents apply through their home Local Authority to apply for their child to transfer from Foundation Stage 1 to Foundation Stage 2.

The Hessle Academy continues to work closely with East Riding Local Authority on Admissions in the local coordinated scheme for all admissions to both Hessle High School and Penshurst Primary School including participation in the Fair Access protocols.

The Hessle Academy works within the School Admissions Code at all times.

### **1. Informing Prospective Parents and Learners of Admissions Arrangements**

This is done in a variety of ways:

#### **a) Literature available**

- School Prospectus – all phases
- Parent Factfile
- Curriculum Booklet
- Newsletters
- Website
- Banner advertising
- Consortium Marketing
- Media Presentations

It is the responsibility of the Executive Headteacher to keep all literature up to date, though this will be delegated to the Operations Manager.

To recognise the changing climate of competition for school recruitment of learners, The Hessle Academy will actively market itself through local media. In addition, the opportunity for alternative advertising will be looked at on a cost effective basis, taking guidance from specialists in the area

of media and marketing. An evaluation of the impact of marketing on recruitment of learners will be undertaken each year.

#### **b) Arrangements for the New Intake across The Hessle Academy**

Transition is extremely important for the progress of learners within school at all Levels. The Early Years Team build positive relationships through their Home Visit and work with local Children's Centres. The Transition Conferences are exceptional in providing activities and support for all learners entering Hessle High School and Sixth Form College which lead to the Transition Week into Year 7 and Heads Up Week into Year 12.

- EYFS Home Visits – Nursery Team/EYFS Leader
- EYFS Provider dialogues
- Bring your Parent to Play Sessions
- Moving Up Week –occurs for all children to ensure transition between class teachers is effective
- Year 5/6 taster lessons occur
- Transition Leader visits local primary schools talk to learners
- Transition activities are organised for the penultimate week of the summer term for Year 7 students, including 'Induction Evening'
- In the case of prospective Sixth Form learners, the Director of Sixth Form organises an Open Evening during the Autumn Term and also sees learners and parents on a regular basis throughout the year
- Consortium recruitment events will be arranged in partnership with our Consortium colleagues arranged by the Consortium Manager, primarily focussed on retention of current learners though not exclusively
- 'Hessle Heads Up' transition event aimed at ensuring student are able to progress and meet the challenges of further education.

#### **c) Open Evening**

Hessle High School and Sixth Form College holds an Open Evening in October for all prospective Year 7 learners and their parents. This is open to Year 5 and 6 learners.

In addition we recognise the growing competitive nature of the applications for secondary school places. We endeavour to ensure that we hold at least two community activities per year to ensure the local community is familiar with the school environment and that confidence remains high in our ability to deliver a high standard of education

#### **d) Parents Visiting**

Parents are welcome across The Academy and are actively encouraged to visit the schools during a normal school day for an escorted tour with Senior Students or a senior member of staff.

### **2. Admissions Arrangements**

Home Local Authority Admissions teams contact parents in the Autumn Term asking for their decisions on Foundation Stage 2 and Year 7 entry. The closing date for applications is normally 31 October for Secondary phase and 31 January for primary phase. Parents apply through their home Local Authority under the coordinated admission scheme. The East Riding Admission department informs the Executive Headteacher of the number of learners seeking admission. Indicative numbers for the secondary phase are available from mid-December, with confirmation in March, and for the primary phase, figures are available from April.

For entry to the Sixth Form, applicants are encouraged to apply by mid-November, with interviews being held by the end of the Autumn Term. There is no statutory requirement for the admission of learners to the Sixth Form. Initial offers are based on students Attitude to Learning profile throughout

Year 11 and their ability to attain, based on forecast grades, the academic threshold for their chosen study pathway and attendance. On occasions when a place is offered conditionally, this will be reviewed by the Sixth Form team with the student and their parent in the Spring Term.

During the Spring Term, the Local Authority offers places to the learners up to the Published Admission Number (PAN). On entry to Year 7 the PAN is 250 but may be subject to review by the Board of Directors. The PAN for each year group is as follows for 2018/19:

Hessle High School:	Penshurst Primary School:
Year 7 = 250	Reception = 70
Year 8 = 190	Year 1 = 70
Year 9 = 185	Year 2 = 70
Year 10 = 175	Year 3 = 70
Year 11 = 155	Year 4 = 60
	Year 5 = 60
	Year 6 = 60

Those parents who have not been offered places can then consider the Appeals Procedure where appropriate.

- a phased induction to the Nursery will involve work with parents and learners
- transition activities will be planned to aid Nursery to Foundation Stage 2 movement
- a Key Stage 1 information afternoon will be held and led by the Assistant Headteacher

Penshurst Primary School will manage the nursery admissions limit in house. The Nursery PAN is 52 Full Time Equivalent places (FTE) with priority given to parents with siblings already attending in Foundation Stage 2 to Year 10, all other applications will be taken based on the birth date of the child (oldest children taken in first). Although we offer flexibility in our Flexible Free Entitlement, places on particular sessions may not be available based on demand in any given year. We offer mornings, afternoons or full days for those entitled to the 30 hour free childcare.

### **3. Learners Joining the School during the Course of an Academic Year**

The Hessle Academy is committed to the Schools Admissions Code. We will actively challenge any organisation who we believe is operating outside of this guidance on the basis of equality and parental choice. We will not request or transfer details of learners until the allocation of a school place has been confirmed by the Local Authority and the student attends for their first day in accordance with our admissions protocol, recognising the sensitive nature of the data contained in a hard file/Common Transfer File (CTF).

Learners moving into the area and allocated a place will normally be invited to a meeting with parents by the appropriate member of staff; Associate Headteacher, Head of School, Assistant Head or Director of Sixth Form and shown around the school(s) before being admitted. This process facilitates transition and ensures our high expectations are understood by all parties. All learners gaining a place at Hessle High School and Sixth Form College will sit a Cognitive Ability Test and base line Maths and English test prior to admission. Transition to the school is on a needs analysis basis and will be different for each learner.

Parents of learners transferring from other local schools, who are not moving house, will first be advised to contact the Headteacher of their existing school before seeking admission to either Penshurst Primary School or Hessle High School and Sixth Form College. Admission will depend on space being available and parents will, be advised of the need to contact their home Local Authority to apply for a place within The Hessle Academy.

Where learners with additional needs are admitted in year the Assistant Headteacher – Inclusion will endeavour to make the transition as successful and supportive as possible.

The Hessle Academy is committed to participation in the Local Authority Fair Access Protocol. Where learners are allocated a place under Fair Access The Hessle Academy will endeavour to ensure the admission of an additional learner does not negatively impact on current learners.

- where the learner has been attending another school it is essential that personal/academic data be transferred as efficiently as possible. To ensure effective transition for each individual learner into Hessle High School & Sixth Form College a robust process will be followed.
- where the learner is being admitted to Penshurst Primary School the Attendance and Welfare Manager will liaise with the Associate Headteacher.

#### **4. Admission to the Sixth Form**

Whilst The Hessle Academy recognises the need to provide a natural progression route for learners from Year 11 into further education, the Independent Information Advice and Guidance that students in Year 11 receive is essential in ensuring ‘right student, right course’ which may not be at Hessle Sixth Form College.

The general entry requirements for access to a Sixth Form Curriculum is the national benchmark of 5A\*-C (Grade 5 or above, where appropriate to reformed courses) including English and Maths to study a significantly academic Advanced Level Pathway.

However, individual subject areas, in consultation with the Executive Headteacher may set an entry requirement to a particular course which is outside these generic expectations based on historical success rates. Where this is the case a student falling below that requirement may be denied access to a particular course. Course entry requirements vary across The Consortium.

Where students are admitted to the Sixth Form without the minimum standard required in Maths and English, a grade 5 at Level 2, they will be required to resit these courses alongside their Level 3 curriculum.

Students wishing to study vocational qualifications must demonstrate an aptitude for their particular area of study before being considered.

- **Hessle High School**

- Attendance and Welfare Manager - CTF Transfer, communication with current learning provider
- Head of School - action timetable/review curriculum in meeting with parents/learner to outline expectations and buddy arrangements and coordinate internal processes
- Attendance & Welfare Manager - CTF transfer/admission arrangements
- House Leader - to communicate with wider staff
- Assistant Head - Standards - on line CAT test, base line Maths and English test to determine band/set

- **Penshurst Primary School**

- Senior Administrator - CTF transfer and communication with current learning provider
- Assistant Head - Teaching and Learning - action appropriate learning/assessment needs
- Class Teacher - induction buddy arrangements