



HEADLANDS SCHOOL
SINCE 1965

Admissions Policy

Written by	Headteacher		
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Reviewed by	Headteacher	Date	Summer 2020
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Headlands School

School caters for the educational needs of 11-18 year olds.

Headlands School works closely with East Riding Local Authority on admissions in the local area, including participation in the Fair Access protocols.

Headlands School works within the School Admissions Code at all times.

1) Informing Prospective Parents and Students

This is done in a variety of ways:

a) Literature and information available;

- Transition Handbook
- School Prospectus
- Sixth Form Prospectus
- Newsletters
- School Website
- Curriculum Booklet
- ERYC website

Headlands School recognises the changing climate of competition for recruitment of students and actively markets itself in the local press and directly with Primary Schools in the catchment area promoting the achievements and ethos. In addition the opportunity for alternative advertising will also be looked at on a cost effective basis, taking guidance from specialist in the area of media and marketing.

b) Arrangements for the new intake

Transition is extremely important for the progress of students within school at all levels. Transition events and meetings are exceptional in providing activities, support and guidance for all students entering Headlands School.

- School to School visits by Head of Year and pastoral staff
- Transitional open evenings and day events
- One to one meetings with students and their parents
- 2 transitional taster days
- Involvement of Peer Mentors

c) Open Events

Headlands School holds an Open Evening and Open Morning in September for all prospective Year 7 students and their parents. This is open to all year 6 students and is organised with the support of relevant members of staff.

In addition we recognise the growing competitive nature of the applications for secondary

school places. We endeavour to ensure that we hold at least 1 community activity 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 at Headlands School and are actively encouraged to visit the school, appointments can be made with Heads of Year and tours are arranged at the Open events.

2) Admissions arrangements

a) Home Local Authority Admissions teams contact parents in the Autumn Term asking for their decisions on Key Stage 3, Year 7 entry. The closing date for applications is normally 31 October. Parents have to apply through their home Local Authority under the Coordinated Admission Scheme. The East Riding Admission Officers inform the Headteacher of the number of students seeking admission. Indicative numbers for the secondary phase are available from mid-December with confirmation in March.

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

During the Spring Term, the Local Authority offers places to the students up to the Published Admission Number (PAN).

On entry to Year 7 the PAN is 200 (as at 2020/2021) but may be subject to review by the Governors. The PAN for each year group is as follows:

Year 7 - 200
Year 8 - 160
Year 9 - 179
Year 10 - 172
Year 11 - 125

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

b) Oversubscription Criteria

If the number of preferences received for the school is above the school's Pupil Admission Number (PAN), the following oversubscription criteria will be applied in the priority order listed, to determine the allocation of available places.

- Priority Category 1: 'Looked After' children (children in public care) and previously 'Looked After' children.
- Priority Category 2: Children whose home is inside the school's catchment area and have an older sibling (half, full, step, adoptive or fostered brother or sister), attending the school from the same address, at the date of application.

- Priority Category 3: Children whose home is inside the school's catchment area who do not have an older sibling attending the school.
- Priority Category 4: Children whose home is outside the school's catchment area and have an older sibling attending from the same address, at the time of application.
- Priority Category 5: Children whose home is outside the school's catchment area who do not have an older sibling attending the school.

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

Headlands School is committed to the Schools Admission 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 students 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).

Students moving into the area and allocated a place will be invited to attend a meeting with parents by the appropriate member of staff, Headteacher, Head of Year, or Director of Sixth Form before being admitted. This process facilitates transition and ensures our high expectations are understood by all parties. All students gaining a place at Headlands School will sit a Cognitive Ability Test and base line test in Maths and English prior to admission. Transition to the school is on a needs analysis basis and will be different for each student.

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. Admission will depend on space available and parents will, be advised of the need to contact their home Local Authority to apply for a place within Headlands School.

Where students with additional needs are admitted in year the Director of Learning Support will endeavour to make this transition as successful and supportive as possible.

Headlands School is committed to participate in the Local Authority Fair Access Protocol. Where students are allocated a place under Fair Access Headlands School will endeavour to ensure the admission of an additional student does not negatively impact on current students.

4. Admission to Sixth Form

Whilst Headlands School recognises the need to provide a natural progression route for students from Year 11 into further education the information advice and guidance that students in Year 11 receive is essential in ensuring "right student - right course" which may not be at Headlands School.

The general entry requirements for access to a Sixth Form Curriculum is the national benchmark of 5 grade 9 - 4's, including English and Maths to study a significantly academic Advanced Level Pathway.

However, individual subject areas, in consultation with the 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.

Where students are admitted to the Sixth Form without the minimum standard required in Maths and English, a grade 4 at Level 2, they will be required to re-sit these alongside their Level 3 curriculum.

Students wishing to study vocational qualifications (when offered) must demonstrate and aptitude for their particular area of study before being considered.