HEADLANDS SCHOOL

SINCE 1965

Admissions Policy

Written by	Headteacher		
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Reviewed by	Headteacher	Date	Autumn 2026
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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 our 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 Year Leaders and pastoral staff
- Transitional open evenings and day events
- One to one meetings with students and their parents
- 2 transitional taster days
- Involvement of Student Leaders

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 Year Leaders and tours are arranged at the Open events.

2) <u>Admissions arrangements</u>

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.

Residents in the East Riding may apply to the Local Authority online by using the link to the East Riding portal in the 'Admissions Arrangements' section of the school website. Parents in the East Riding who choose not to apply online will receive an application form from the Authority. Late applications are also dealt with by the local authority. The school website advises parents to consult the East Riding of Yorkshire Council's admissions webpage by offering a link.

During the Spring Term, the Local Authority offers places to the students up to the Published Admission Number (PAN). The admission number is the minimum number of applicants the school must admit before a student can be refused a place. Headlands is not full and therefore does not keep a waiting list. The admission number will be exceeded at discretion of the Headteacher, if the school is able to accommodate more students. The school will not contact parents about the outcome of their applications until after these offers have been received from the Local Authority.

Headlands School PAN is 200 in each year group 7 to 11, but may be subject to review by the Governors. The admission number for external applicants (students applying to join Headlands Sixth Form from other schools and colleges) entering Year 12 is 10.

Those parents who have not been offered places can then consider the Appeals Procedure where appropriate. If a child is not awarded a place at Headlands because the school is full in Year 7, parents can appeal against this decision by writing to Schools' Admissions Team, County Hall, Beverley, HU17 9BA. Parents are made aware that admissions in Year 7 is the responsibility of the East Riding Local Authority, rather than the school on the school website.

The school will not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school will be taken into account.

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 Headteacher or Assistant Head of Sixth Form before being admitted. This process facilitates transition and ensures our high expectations are understood by all parties. The prior academic data, class set numbers in Maths and English, behaviour reports and attendance data will be sought prior to admission for all students gaining a place at Headlands School. 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 Headteacher 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.

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) SEND Admissions

Where students with additional needs are admitted in year the Special Educational Needs Coordinator (SENCO) will endeavour to make this transition as successful and supportive

as possible.

Headlands School strives to be a fully inclusive school. All students are welcome, including those with Special Educational Needs and/or Disabilities, in accordance with the Local Authority Admissions Policy. According to the Education Act 1996 (Section 316), if a parent wishes to have their child with an Education Health and Care Plan educated in the mainstream the LA must provide a place unless this is incompatible with the efficient education of other children, and there are no reasonable steps that can be taken to prevent the incompatibility.

The Governing Body believes that the admissions criteria should not discriminate against students with SEND and has due regard for the practice advocated in the Code of Practice, in that all schools should admit students already identified as having special educational needs, as well as identifying and providing for students not previously identified as having SEND. There is a governing body sub-committee with specific oversight of the school's arrangements for SEND and disability (Code of Practice 6.3).

5) 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.

Our standard entry requirements are outlined below. However, certain subjects have specific requirements so please check the course outlines carefully or speak to a member of the team who will be able to advise you further.

A Level Study Programme

5 subjects at grade 4 or above including Maths and / or English with a minimum of grade 5 in the subject you wish to choose, or related subject.

Vocational Study Programme

4 subjects at grade 4 or above.

Combined A Level and Vocational Study Programme

If you wish to study one or more A levels alongside a vocational course, you will need to meet the entry requirements for a vocational study programme. In addition, you will need to have a minimum grade 5 in your chosen A Level(s) or meet the specific requirement as outlined in the course information.

However, individual subject areas, in consultation with the Director of 6th Form, they 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.

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.

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.