



## Holderness Academy & Sixth Form College

### Admissions Arrangements Policy

**Effective Date:** October 2020

**Date of minuted approval by the Board of Governors:** 19 October 2020

**Review Committee:** Local Board

**Review Date:** September 2021

**Owner:** Deputy Headteacher

Holderness Academy & Sixth Form College caters for the educational needs of 11–19 Year olds. The Academy admits learners of compulsory school age from Year 7.

Holderness Academy continues to work closely with East Riding Local Authority on Admissions in the local coordinated scheme for all admissions including participation in the Fair Access protocols.

Holderness 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**

- Curriculum Booklet
- Newsletters
- Website
- Banner advertising
- Flyers and posters
- Media Presentations

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

To recognise the changing climate of competition for school recruitment of learners, the Holderness 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 at Holderness Academy**

Transition is extremely important for the progress of learners within school at all levels. The transition process is exceptional in providing activities and support for all learners entering Holderness Academy

& Sixth Form College culminating in a 3 Day Transition. The Year 7 Progress Leader and Pastoral Manager lead the transition programme.

- **Primary School visits**

In June Holderness Academy's Year 7 Progress Leader, Pastoral Manager and SENDCo will visit all Year 6 students to deliver a presentation about the transition process.

- **Year 6 Transition days**

Transition activities are organised for the penultimate week of the summer term for Year 7 students. This includes an 'Induction Evening' for Parents/Carers.

- **Year 5 Open Evening**

Holderness Academy & Sixth Form College holds an Open Evening in July for all prospective Year 7 learners and their Parents/Carers.

- **Year 5 Induction Day**

Holderness Academy & Sixth Form College holds an Induction Day in June where all feeder Year 5 students take part in STEM and team building activities.

- **Year 6 Open Mornings**

Parents are welcome to visit the Academy during a normal school day for an escorted tour with a Senior or Pastoral member of staff. There are three Year 6 Open Mornings in October where Parents/Carers are invited to visit the Academy.

- **Subject Specific events**

Throughout the year there will be a series of activities led by Maths, English and other Departments at Holderness Academy and at Primary schools. These include taster lessons and sessions targeted at different groups of Year 5/6 pupils. English and Maths Faculties regularly meet with their Year 6 colleagues to work collaboratively with transition units of work and moderation.

- **Year 6 SEN Pupils**

The Learning Support Department at Holderness Academy works collaboratively with their Primary counterparts to ensure there is a smooth transition for pupils with additional needs. This will often include additional Holderness Academy staff visits to the primary schools and primary pupils visiting Holderness Academy.

## **Exceptional Circumstances**

Where exceptional circumstances are in place nationally these activities can/will be modified using a range of resources and technology to ensure that all appropriate information is shared with the local primaries, students, parents and carers.

## **2. Admissions Arrangements**

Home Local Authority Admissions teams contact Parents/Carers in the Autumn Term asking for their decisions on Year 7 entry. The closing date for applications is normally 31 October for Secondary phase. Parents apply through their home Local Authority under the Coordinated Admission Scheme. The East Riding Admission department informs the Headteacher of the number of learners seeking admission. Indicative numbers for the secondary phase are available from mid-December, with confirmation in March.

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 270 but may be subject to review by the Local Governing Board.

The PAN for each year group is as follows (from 2020/21):

Year 7	= 270
Year 8	=270
Year 9	= 230
Year 10	= 196
Year 11	= 242

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

### **3. Learners joining the Academy during the course of an Academic Year**

The Holderness 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 Pastoral Manager and shown around the Academy before being admitted. This process facilitates transition and ensures our high expectations are understood by all parties. Parents/Carers will be given details of how to order the Academy uniform. All learners gaining a place at Holderness Academy & Sixth Form College will sit a Cognitive Ability Test and base line Maths and English test prior to admission. They will meet the Deputy Headteacher/Director of Key Stage. The Parents/Carers will then be expected to make contact with the Pastoral Manager once the uniform has been purchased to arrange a starting date. Transition to the school is on a needs analysis basis and may be different for each learner.

Parents/Carers 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 Holderness Academy & Sixth Form College. Admission will depend on space being available and Parents/Carers will be advised of the need to contact their home Local Authority to apply for a place at Holderness Academy.

Where learners with additional needs are admitted in year, the SENDCo will endeavour to make the transition as successful and supportive as possible.

Holderness Academy is committed to participation in the Local Authority Fair Access Protocol. Where learners are allocated a place under Fair Access, Holderness 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 Holderness Academy & Sixth Form College a robust process will be followed which must be completed within 20 working school days:

Initial meeting – with student, parents/carers and Pastoral Manager. Admission Form and uniform details issued.

Second/Third visit – CATs and baseline assessments. Meeting with Deputy Headteacher/Director of Key Stage if required.

Start date - Parent/carer to contact Pastoral Manager once uniform arrived to arrange start date.

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

Whilst Holderness 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 Holderness Sixth Form College.

The general entry requirements for access to a Sixth Form Curriculum is the national benchmark of GCSE Grade 4) 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 5 at Level 2, they will be required to re-sit 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.

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 predicted 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/Carer in the Spring Term. Applications from external candidates will be welcome but they will be subject to the same entry requirements as internal applicants. Holderness Academy will offer up to 10% of places to external students which if not filled will be offered to internal applicants.

Holderness Academy reserve the right to refuse entry to students outside compulsory school age if they do not meet the required standard. In addition, on entry to the Sixth Form, the Academy reserves the right to cease provision of post-16 courses should the student fail to display an appropriate attitude to learning or commitment to the wider life of the Academy.