

Oaks Park High School

Title of Policy: Admissions – Mid Year

Person responsible: J Hamill

Date for review: Annually

All students who arrive after the start of the year need special induction procedures. Induction aims to help students settle into the school and become effective learners in as short a time as possible.

Admission Procedures

Prior to Interview

All requests for admission are coordinated by LBR Admissions Department. When a place has been offered the Head of Year will:

- contact previous school (if known);
- liaise with their Line Manager/Assistant Headteacher to arrange interview date;
- notify family of interview date;
- notify Assistant Headteacher, Inclusion of interview date, where appropriate.

Interview

- Parents/carers.
- Admission form completed and discussed.
- School procedures explained.
- Student interviewed by Head of Year and/or SMT.
- Parents/carers given information pack including Home School Partnership.
- Agreement and Handbook for parents/carers.
- Review date agreed.

Placement and Information

- Head of Year & Inclusion Coordinator (if appropriate) consult over tutor group placement.
- New student information passed to relevant teaching staff.
- New student information passed to school office.
- Head of Year to request previous school records.

Admission and Induction

- Head of Year to notify tutor of new admission (name of student and start date).
- Tutor to brief tutor group.
- Class friend/mentor to be assigned to new student.
- Subject staff to familiarise themselves with student details.
- Subject staff to alert tutor of any difficulties.

Review

- Tutor to organise completion of progress report 6-8 weeks after start date (as notified by Head of Year).
- Tutor will discuss information collected with Head of Year and, if appropriate, convene a meeting with the family.
- Where there is cause for concern, parents/carers should be contacted prior to the review date.