



## PURPOSE

The aim of this policy is for Cottingham Campus to:

- ensure a warm and supportive welcome for new arrivals
- establish on-going working relationships with parents and carers
- ensure that parents and prospective parents are aware of the schools rules, regulations and code of conduct prior to admission

## SCOPE

This Policy applies to all Staff members, Trustees, Students, Parents and Prospective Parents and carers and Students.

## POLICY STATEMENT

Students will be admitted at the age of 7 (Primary) or 11 (Secondary) without reference to general ability or aptitude subject to an approved application.

The Trustees of this Focus School have adopted the principle of inclusion. Although there may be some children whose needs we are unable to meet, we wish to include as many children as possible.

Parents of students with any type of disability and/or special educational need are encouraged to contact the Campus Administrator well in advance of their child's anticipated entry to the school, in order to discuss their child's individual needs. This is so that, with parental permission an assessment can be arranged. In this way, the needs of the child can be fully identified.

The School's SENDCo will attend training courses to ensure the school provides appropriate support to all students as appropriate.

A copy of the Admissions Policy will be made available upon request to the Lead CA via the school office.

## PROCEDURES

A deadline for applications for admission in **Cottingham** will be: **Friday 7th March 2017** .

### Introductory Stage

The following steps are implemented prior to the admission of a student:

- Parents / carers make an enquiry to the school for a place.

- Prospective parents / carers are provided with a copy of the Admissions Policy and Enrolment Application Form
- The school collects relevant information relating to the student including any special requirements on the Enrolment Application Form.
- It is the responsibility of the prospective parent to return the Enrolment Application Form completed by the deadline.
- The school will then liaise with the family and an interview will be arranged for the applicant and parent.

### **Meeting with Parents**

- The parents / carers meet the Lead CA, Headteacher and other members of staff
- Student information is recorded, including details of educational background, medical, SEN information and any other information that the parents feel appropriate to share will be provided.
- The family is provided with the Parent Student Handbook which sets out information on issues such as attendance, time keeping, homework etc.
- The parents and carers are informed of term dates and start dates for the new intake.
- **Once a place is confirmed**, further information about what the parents can expect from the school and what, in turn, the school expects from parents is provided. See Associated Documents below.

### **Preparation for New Student Admission**

- The information on the Enrolment Form will be entered onto the school system along with information from the students previous school (if applicable) will be recorded onto the school systems.
- New Student information will be provided to the class teachers and other relevant staff.
- Teachers will make the necessary preparations for the new student to start. If it is an individual student rather than a class, this could also include arranging a 'buddy support'.

### **Support for Parents**

Consideration will be given to the families of new arrivals and if appropriate additional support can be provided.

The school may consider settling-in sessions for new arrivals; these are short, informal opportunities for parents to meet and chat.

## **ASSOCIATED DOCUMENTS**

- Enrolment Application Form For Primary & Secondary Use
- Learning Support (SEN) Policy
- Equality of Opportunity Policy including the School 3 Year Accessibility Plan
- Child Protection Policy, Child Protection & Safeguarding Handbook
- Parent Student Handbook

- School Prospectus
- Behaviour Management Policy
- Complaints Policy

## LEGISLATION

The Equality Act 2010

SCIS Guidelines 2013 Applications for Admissions

**Education (Independent School Standards) (England) Regulations 2014 / The Children (Scotland) Act 1995**

## ISSUED BY

Focus Learning Trust

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