

DOCUMENT CONTROL	
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## **Abbs Cross Academy**

### **Admission Arrangements 2019/2020**

#### **YEARS 7 – 11**

We follow and operate within the LEA Guidelines re: admissions to Abbs Cross Academy.

The Authority informs us about students who have accepted offers to go on our roll through the Havering Admissions Team, Mercury House.

Achievement Teamleaders (ATLs) oversee each year group.

The Deputy Headteacher and Year Care Teams (YCTs)/ATLs meet the parents and the student.

We carefully check student backgrounds/Schools before admittance.

At the meeting the start date is discussed, we do not have to give an immediate start date.

The start date is at our convenience to allow liaison with relevant agencies e.g EWO, Social Services.

There should be careful liaison re: students who are excluded from other Schools or E.B.D. e.g. meeting of Support Departments, Support Agencies before admittance.

Where the need is 'more than' or 'additional to' our provision, these cases should be referred to Deputy Headteacher, Achievement, so that they Authority fulfils their legal responsibility.

EAL/SEND – Teachers should be encouraged to participate at the meetings prior to admissions where this involves students that they would need to support.

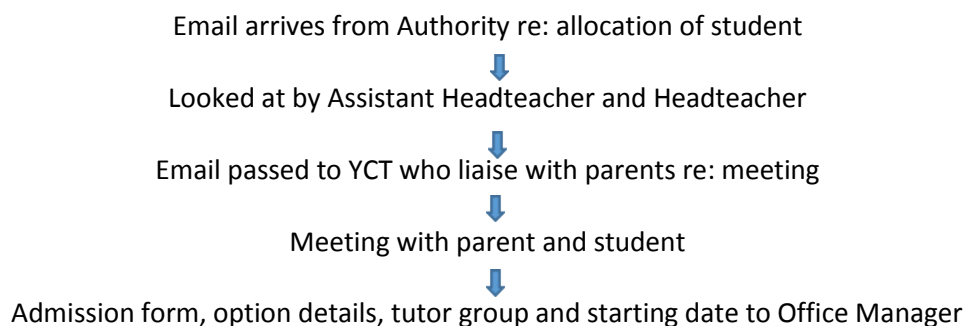
EAL/SEND – information will be shared with relevant staff.

It must be noted that any statutory change will supersede any areas of this document.

## YEAR 6

Guidance for Admissions arrangements of Year 6 students is filed separately and reviewed annually.

### PROCEDURE SUMMARY



### PRIMARY/SECONDARY TRANSFER

#### BACKGROUND/INTRODUCTION

#### AIMS

- To maintain the maximum numbers of students from our main feeder Schools so that our first choice cohort in Year 7 fills all vacancies for an intake of 180 students
- To institutionalise and improve transfer arrangements
- To aid continuity and progression between the Key Stages and particularly as it relates to KS2 and KS3
- To share our facilities and joint activities with feeder Schools that are mutually beneficial
- To improve the image of the School in the local community by fostering excellent links with our Primary Feeder Schools
- To sometimes meet regarding the issues that we hold worthy, such as INSET, Assemblies, Open Evenings

#### INTAKE

The School's intake comes from various Primary Schools in Havering. Some of the Primary Schools are:

- Benhurst Primary School
- Elm Park Primary School
- Suttons Primary School

The School also recruits from outside of the borough, which especially can be the case with Performing Arts Places.

## TRANSFER ARRANGEMENTS

In the second half of the summer term the prospective ATL Year 7, EAL, SEND staff and assistant Headteacher meet often to discuss transfer arrangements. These individuals also visit Primary Schools to collect data.

### Meetings

All students who apply to Abbs Cross Academy attend meetings in the summer term. The meetings are intended to:

- Clarify admissions data
- Fill in admissions form
- Meet student and parents in a comfortable setting
- Explain organisation of Abbs Cross Academy e.g. homework, uniform
- Answer any queries or questions e.g. bullying
- Get other details e.g. Welfare, Social Services
- Get information from the child and parents' point of view
- Acquire further EAL and SEND information
- Enable us to collect information, such as ethnicity and friendship patterns and put students in Tutor Groups by early July, before the Induction Evening

### Induction Day

In the summer term, all students who have accepted a place at Abbs Cross Academy are provided with a day of 'Taster Lessons', a tour of the school and a student performance arranged by our Performing Arts Department.

### Induction Evening

In mid-July all students, and their parents, who will be attending Abbs Cross Academy in September as part of the Year 7 cohort, attend an Induction Evening. At this stage, they are in Tutor Groups and get the opportunity to meet their Tutor for September.

### New Students' Guide

A booklet has been produced by the school for the parents of Year 7 students. This document explains the organisation of the school and its expectations to help them to settle more easily at Abbs Cross Academy.

### INSET

As part of this process, Tutors and the prospective ATL Year 7 are given INSET.

### **Collection of Data**

Data is collected in a variety of ways for primary transfer:

- Admissions meeting
- Mercury House – Admissions Team
- Education Welfare Officer
- Visits by ATL Year 7, EAL, SEND Staff and Assistant Headteacher
- Internal proformas that are used on visits
- EAL Stag of Language information from Learning Support individuals working in feeder Schools
- Student Records (ready to use September)
- KS2 Data
- Confidential to Assistant Headteacher: Students (if Child Protection)