

# Admissions Policy

**Date Policy due to be reviewed:** September 2018

**Committee Responsible for Policy:** Full Governing Body Committee

## Admissions Policy

Hillcrest School is an 11-18 all girls comprehensive school. The main principle of admission is to provide for the educational needs of young people in the surrounding area and across the city. We are an inclusive school and welcome all applications. We have a non-selective admissions policy. We are happy to take all children into our nurturing environment to allow them to develop their unique skills and abilities

Students are admitted to Hillcrest each year with regard to Birmingham Education Authority's policy up to the standard limit of **120 places**. Hillcrest follows the procedures laid down by Birmingham City Council in respect of Admissions and Appeals.

We aim to provide all prospective parents and pupils with the information necessary to enable them to gain a clear indication of what the school has to offer.

This is achieved in a number of ways:

- By welcoming all prospective parents and pupils to an open evening and open days at the school each year. Parents and pupils are taken around the school by current pupils in the course of the open evening or by a member of staff and pupils during a working school day.
- A detailed prospectus and other information sheets are always available on request.
- Interviews and a tour of the school are arranged for prospective parents and pupils who cannot attend the open evening or open days.
- Open evenings and open days are advertised in the local press and in the publication 'Secondary Education Opportunities for your child in Birmingham'

### Criteria for Admissions

For all community schools in Birmingham, Birmingham City Council is the admission authority and has set its oversubscription criteria. When a community school receives more applications than it has places available, the places at that school will be offered based on the following order of priority:

- Looked After Children (in public care) or previously Looked After Children.
- Siblings\* (sister who will be in attendance in September of the year of admission including in the sixth form where a sister is defined as: having the same two natural parents; having one common parent; having a 'step' sibling relationship; legally adopted or fostered by the same parent(s))
- Distance\*\* (children who live nearest the school).

\*Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings. Children not adopted or fostered or related by a parents' marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

\*\*Within each of these categories priority is given to those who live nearest the school, calculated on the basis of a straight line measurement between the child's home address and the school. The Local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system. Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

Applications made on behalf of children with Statements of Special Educational Needs or an Education Health and Care Plan will be considered by the Special Educational Needs Assessment and Review Service (SENAR), in accordance with parental preference and each child's individual needs, taking

account of Birmingham City Council's inclusion policy and relevant consultation with the school's governing body on the extent to which the school can meet the child's individual needs.

### **Transfer for Year 6 to Hillcrest School**

At the end of summer term 2017, Birmingham Local Authority will invite parents/carers of children who will transfer to secondary education in September 2018 to complete an online application form to outline their preferred secondary school preferences. Hillcrest School will provide Local Authority Preference forms for parents/carers who do not have access to the internet.

Parents/carers of children who live in Birmingham but whose children attend a primary school outside Birmingham will be advised to make their application online or return a preference form to School Admissions and Pupil Placements Service by 31 October 2017. Applications received after this date will be treated in accordance with the Local Authority's procedures for late applications.

The Local Authority Admissions Service will inform parents/carers by 1<sup>st</sup> March 2018 of their child's allocated secondary school. If allocated to Hillcrest School, parents/carers will receive a welcome pack within one week of this date. The pack will contain information on the school, an invitation to a tour of the school and a letter to be completed by parents/carers to either accept or reject their child's allocated place at Hillcrest school. If a parent/carer rejects the allocated place at Hillcrest School, we will notify the Local Authority Admissions Service immediately of this decision.

The Local Authority Admissions Service will update the Deputy Headteacher (Pastoral) on a weekly basis the names and addresses of pupils allocated a place at Hillcrest School after 1<sup>st</sup> March 2018. Parents/carers can also apply to directly to the Hillcrest School. The Deputy Headteacher (Pastoral) will inform the Local Authority Admissions Service of any pupils who applied directly to the school after 1<sup>st</sup> March 2018.

As part of our transition process, the pupil and their parent/carer will be invited to attend an induction interview at Hillcrest School in May/June 2018. Parents/carers will be asked to bring the following documentation to the interview:

- Child's full birth certificate **and** passport
- Parent/carer proof of identity, ie – passport, driving licence, etc
- Parent/carer Visa (if newly arrived into the country)
- Child's Visa (if newly arrived into the country)
- Proof of address, ie – utility bill, tenancy agreement, etc
- Court orders against parental mother / father or other family members (if relevant)

The Deputy Headteacher (Pastoral) will contact the pupil's primary school to obtain information on their academic progress and learning needs, ie – SEND, EAL, G&T. In addition, information will be obtained on any relevant safeguarding and child protection concerns at the primary school and the contact details of any external agencies currently or previously involved with the child and their family, ie – social worker, family support worker, counsellor.

If at any point of the application process the school feels it is unable to offer a child a place due to concerns about behaviour, it will initiate a referral to the Local Authority under the Fair Access Protocol.

### **Waiting list**

The school holds waiting lists for over-subscribed year groups. Applications for inclusion on a waiting list must be made on the school's appropriate form. Waiting lists will be reviewed regularly to see if the place is still required. Pupils will remain on the waiting list until parents/carers decide the place is no longer required. Waiting List applications will be ranked according to the school's oversubscription criteria, as described above. The waiting list will be kept for the first academic term. Thereafter the list will be re-ordered in line with the published over subscription criteria.

## Appeals

All students not offered a place at the school have a right to appeal to an Independent Appeals Panel. Hillcrest abides by the procedures regarding pupils who are granted places at the school following an appeal. Further details of the appeal procedure will be provided with the letter explaining why the application has been refused. Parents who wish to appeal against a decision to refuse their child admission should contact School Admissions and Pupil Placement Service on 0121 3031888 to request an appeals form.

## In Year Admissions

Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.

As part of the in-year admissions process the following steps will be adhered to:

Step 1 - Parent/carer contact the school via telephone or email to request application form.

Step 2 - Parent/carer complete application form and return it to school

Step 3 - School will contact parent/carer to arrange a meeting to discuss admissions process

Step 4 - School will contact previous school to obtain information on child's background, academic progress, attendance, behaviour, safeguarding concerns, contacts details of external agencies involved with the family, ie – Social Care, Family Support Worker, Police, Courts, etc

Step 5 - Parent/Carer will be invited to attend meeting at school with the Deputy Headteacher (Pastoral)  
Parent/Carer is required to bring following documentation to meeting

Child's birth certificate **and** passport

Parent/carer proof of identity, ie – passport, driving licence, etc

Parent/carer Visa (if newly arrived into the country)

Child's Visa (if newly arrived into the country)

Proof of address, ie – utility bill, tenancy agreement, etc

Court orders against parental mother / father or other family members (if relevant)

Step 6 - The pupil will be invited into school to undertake age appropriate assessments (English, Reading Comprehension, Mathematics, French, Science)

Step 7 - The pupil will start school the following week providing relevant information has been obtained from the child's previous school.

If at any point of the application process the school feels it is unable to offer a child a place due to concerns about behaviour, it will initiate a referral to the Local Authority under the Fair Access Protocol.

Hillcrest School reserves the right to negotiate a **Managed Move** with a pupil's previous school (Birmingham only) if there are concerns about a pupil's previous attendance or behaviour. As a result, the pupil would be dual registered at Hillcrest School and their home school. The pupil would attend Hillcrest School for an initial 6-12 week period. Parents/carers and staff from the pupil's home school would be invited to attend a meeting with the Deputy Headteacher (Pastoral) to review the managed move placement. As a result of this meeting the pupil may be offered a full-time place at Hillcrest School or the managed move placement could be extended for another fixed period or terminated if it was agreed that

the placement was not successful. If the placement was terminated, the pupil would be expected to return to their home school. The managed move placement at Hillcrest could be extended at each review meeting until the school either decides to take the pupil on roll permanently or terminates the placement.

### **Visits to School**

Prospective parents/carers are welcome to visit the school at any time during the school day by appointment. An Open Morning for prospective parents is held in the Autumn Term.

### **Further information**

Further guidance on Admissions and Appeals can be found in ‘Secondary Education Opportunities for your child in Birmingham’ and via <http://www.birmingham.gov.uk/schooladmissions>

Policy agreed by Governing Body – July 2017