



Admissions Policy

Policy: To ensure that students who are appropriately placed at Grainville are inducted efficiently and supported effectively during the transition.

Procedure:

Year 6 Transition

Students entering Key stage 3 are invited to a two-day induction programme during the Summer Term, prior to September entry. On this occasion they have the opportunity to experience secondary school life by taking part in a variety of curriculum areas. The Head of Transition is responsible for placement of students into forms but will do this in consultation with Y6 class teachers and any staff who have visited the relevant primary schools.

Re-admissions of students returning to Grainville having previously been on role

The Assistant Headteacher i/c Admissions will arrange an interview with the student and parent/carer. Parent/carer should be provided with up-to-date information and complete a new data sheet for records. Records will be requested from the previous school.

All other admissions

- The Planning and Projects Officer (DESC) will inform the school of any new student in catchment seeking a place. The School then makes contact with the prospective parent/carer to arrange a meeting.
- The student will be interviewed with parent/carer by the Assistant Headteacher i/c Admission. The student and parents/carers will be offered a tour of the school.
- The School will contact the current/previous school for student information prior to the interview.
- Any issues or concerns relating to the transfer e.g behavioural problems, learning difficulties, should be addressed at this point in relation to school policies and procedures, including EAL.
- EAL students and parents/carers will be supported in the interview by the School's EAL Teaching Assistant.
- Admissions procedures should be followed.

Across-island transfer (in consultation with ESC)

1. Students should only transfer from one school to another unless:
 - a) The current school has been given the opportunity to address issues, problems or concerns and there is clear evidence to suggest that these have not been resolved.
 - b) A student is in or has moved into catchment and transportation is a major problem. The benefits of ease of travel should be weighed against the disruption to a student's education.

2. When a parent/carer feels that a move to another school is appropriate they should consult the current school who will contact the receiving school to brief them and recommend transfer if appropriate, giving reasons.
3. The receiving school should then contact the parents and arrange an admission interview. They should also keep the current school informed of arrangements and agreements.
4. In most cases students will leave their current school on a Friday and be admitted to the receiving school the following Monday. This should allow time for leaving procedures to be completed.
5. The Assistant Headteacher i/c Admissions will allocate a House and Form Group in consultation with the Head of House.
6. The Assistant Headteacher i/c Admissions will advise Heads of Department of academic information where possible.
7. The Form Tutor and Head of House will monitor the student's progress and feedback to parent/carer within two weeks of transfer.
8. Where there are concerns, these will be raised with the Head Teacher and Assistant Headteacher who may seek further advice from Education Support Team.

Transfer from Special Schools (Jersey)

1. SEN Manager (ESC) will inform the receiving school that a particular student is ready for transfer through the linked Educational Psychologist.
2. The current school provides the receiving school with a summative report, ILP and care/exit plan and these are reviewed with the designated group of professionals (Multi-agency support team/Access Coordination Team - ACT).
3. ACT make a recommendation regarding support required.
4. When agreed, transfer takes place within a limited timescale and may take the form of a phased entry.
5. The ILP and Care Plan are reviewed within 10 weeks of arrival, again after 6 months and then at the end of year.

Note: Where School Counsellor has been involved prior to and during any transition, he should be consulted regarding form placements and any other matters related to a smooth induction.

Related policies

Education dept policy "Admission and Exit procedures"
Transition Policy
SEN Policy
EAL Policy