



ADMISSIONS POLICY

Introduction

Pupils are referred to Hunters Hill Technology College by Birmingham Local Authority's Special Educational Needs Assessment & Review team (SENAR). SENAR is responsible for allocating secondary school places and amending Statements of children with a Statement of Special Educational Needs. The School accepts pupils with Statements of Special Educational Needs from all wards within Birmingham and also from other neighbouring Local Authorities.

Any child with a Statement of Special Educational Needs is required to be admitted to the school that is named in their Statement. This gives any such child overall priority for admission to the named school.

Referrals

Pupils can be referred across all Year Groups and can transfer from various educational establishments, including special and mainstream schools, the Home Teaching Service and Pupil Referral Units; they may be referred for day or residential placements.

All referrals for placements are carefully considered by senior members of the Teaching and Care Teams to assess whether or not the School can meet the child's needs as set out in their Statement and that in doing so no child already on roll has his/her needs compromised. If it is decided that the child's needs can be met this is confirmed to the Local Authority and the admissions process as set out below begins.

Looked After Children (LAC)

Looked after children are recognized as not a homogenous group, but are individuals with many of the same needs as any other child referred to Hunters Hill. Our LACES Co-ordinator makes sure that statutory guidance is followed to ensure that looked after children are not disadvantaged during the admission process or indeed at any time during their placement at Hunters Hill.

Informal Visits prior to Admission

All prospective pupils and their parents/carers are required to make an Informal Visit to the School. The School has no objection to any Agencies that might be working with the family also attending. Appointments for Informal Visits are arranged by direct contact with the School.

The Informal Visit provides a *no obligation* opportunity to see what the School has to offer, its ethos and expectations, as well as a chance to ask any questions and discuss the placement. It is the School's intention to make the visit a positive experience for all involved. A member of staff, usually an RSCW, is allotted to show the parents/carers and child around the School site, to include some classrooms and a residential home. Certain criteria are followed to ensure that a consistent approach is applied. Parents/carers can then make a sound

judgement as to whether or not they feel that Hunters Hill Technology College is a suitable secondary placement for their child.

A copy of the School Prospectus and Statement of Purpose is issued at the Informal Visit if these documents have not already been provided.

Pre-Informal Visits

It is usual practice for the child to attend the Informal Visit with their parents/carers. Increasingly however some parents/carers wish to visit the School in the first instance without their child and the School is happy to accommodate such requests. Appointments for a Pre-Informal Visit are also arranged by direct contact with the School.

Admissions into Year 7

Parents/carers of children in Year 6, who are considering Hunters Hill Technology College as a possible secondary transfer for their child, are encouraged to make an Informal Visit to the School as early as possible in the Autumn Term prior to their transition in the new academic year. This will ensure that they are able to make an informed choice regarding their child's secondary placement when it is discussed at the statutory Annual Review held in Year 6.

The transition from primary to secondary education causes extra pressure upon many children and in order to achieve a successful transfer this must be recognised. Some pupils are fortunate to have the benefit of a supportive home environment but for those who do not they might be losing the first meaningful adult relationship they have experienced and the transition process for them must be even more daunting. Every effort is made therefore to try and made the transition period as smooth as possible.

Senior staff from Hunters Hill arrange to meet with staff at feeder primary schools to gather valuable information about the child. Such information would include the child's academic ability, attitude to work, likes, and dislikes, preferred learning styles, level of social skills, aspects of behaviour, approaches that work well, family circumstances and details of any Agencies supporting the family. The aim is to try and demonstrate to the child that the two schools are working together helping to break down any initial fears that the child might be experiencing.

A Class Group and Home is identified for each pupil and in order to enhance the development of trust, arrangements are made for pupils to spend some time at Hunters Hill towards the end of the Summer Term in Year 6. In the case of residential pupils this might include an overnight stay.

All the above contributes to ensuring a smooth transition for the child.

The Formal Interview

When the Informal Visit process has been completed and all parties agree that Hunters Hill can meet the needs of the child as stated in the Statement, a Formal Interview is arranged to which the parents/carers and child are invited. Again, any Agency working with the family may also attend the Formal Interview.

Again a criteria is followed whereby the School's Prospectus, Statement of Purpose, Code of Conduct, policies, in addition to the arrangements for admission, are discussed and accepted.

Detailed personal and medical information is also gathered. All consent forms are signed and an Admissions Pack is issued that includes the following information:-

- Attendance
- Taxi Transport
- Uniform
- Rules for access to the Internet
- Ethnic Monitoring
- Medication Guidance
- School Health Service
- Fair Processing Notice
- Complaints/Compliments Forms
- Aromatherapy
- Careers & Work Experience
- LA School Term Dates

Home Visits

All pupils are allocated to a Residential Home whether or not they are a residential or a day pupil to ensure the welfare and social development of each individual.

Staff working within the child's allocated Home arrange to make a home visit in order to establish a working relationship with parents/carers.

In the case of primary pupils transferring to Hunters Hill, home visits are arranged before the start of the new academic year. In the case of all other pupils, home visits are arranged prior to admission to the School or as soon as practicable afterwards.

In the case of looked after children, family arrangements are likely to be more complex than for other children and this will be taken into consideration when arranging home visits.

Induction Process Prior to Admission for Year 7 pupils:

- A referral is received from SENAR which is read by members of the Leadership Team and a response is made taking into account the objectives on each statement.
- The child and parents/carers have an informal visit where they are given a guided tour of the school, they will be sent away with a Prospectus to allow the pupils and parent / carer to decide as to whether they want to attend Hunters Hill.
- The child's placement is confirmed.
- The child has a formal visit with the parents/carers where admission documentation is completed.
- Contact is made with the previous school to ascertain information about the child such as if they do not get along with another particular child – pen pictures are distributed amongst the staff group.
- A pre visit is made to parents/carers to begin the Placement Plan and ascertain background information and any particular difficulties the child has.
- Individual files are read to see if a child has a particular area of difficulty in contemplation for target setting.

- The child attends Hunters Hill for a two day introductory visit at the end of their Year 6 to meet staff and have an experience of what to expect when they officially begin in September.

Induction Process on Admission for Year 7 pupils:

- The child begins Hunters Hill earlier than the rest of the year groups to allow for a smoother transition and some time to settle into school routines before the rest of the year groups re-join.
- If a child is not used to school transport they will be individually collected from home by a staff member from their allocated Home on their first day.
- On their first morning in school they go into class later, the Form Teachers come over to the Homes where with the Care Team they go through the Year 7 profile system, Code of Conduct and general running of the week.
- The pupils are escorted into class by the Care Team.
- At the end of the school day, the pupils return from School to the Homes and talk through their day.

Induction process for children offered a place throughout the school year

If a child arrives throughout the school year an induction process will take place taking into account the above protocols. Each child will be looked at as an individual case to best support their integration into the school and home.