



Hednesford Valley High

Admissions Policy

Reviewed by: S. Stokes

Last reviewed: May 2024

Next review due by: May 2025

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1. Rationale

An appropriate admission policy is essential to enable students to embark on a journey that enables them to develop and flourish. It also enables the school to consider “wider aspects” to ensure a purposeful, safe and secure environment for staff and students.

2. Legislation and guidance

The Hednesford Valley Admission Policy has adopted and consulted the following organisations, documents and guidance:

- DfE SEND Code of Practice: 0-25 years
- Staffordshire Local Authority (admissions)

3. Admission Arrangements (general)

Hednesford Valley High School is a generic special school which is open to all students. However, due to size and capacity, the school **must put a limit on the number of students it can educate in each class and year group, to ensure the health and safety of students and staff**. This will be a flexible number and relative to the needs of the students and classes available.

The number of planned places at Hednesford Valley High School is agreed annually with the local authority. This can vary year on year depending on our capacity to meet the needs of our diverse population of students. Our planned place for academic year 2023/24 is 170 to include Post 16. Currently we are oversubscribed and have 195 students on roll (October 2023).

Admission to the school is through the SEND, Assessment and Planning Service at the Local Authority. Admissions are carried out throughout the year as required to meet individual needs. If a parent states that they would like Hednesford Valley High School as the named school on their child’s EHC plan, the SEND team will consult directly with our school. Our decision-making process follows the SEND Code of Practice 2015 which states:

9.79 If a child’s parent or a young person makes a request for a particular nursery, school or post-16 institution in these groups the local authority must comply with that preference and name the school or college in the EHC plan unless:

- If the school is suitable for the age, ability, aptitude or SEN of the child
- If the admission of the child would be incompatible with the efficient education of other children
- If the admission of the child would be incompatible with the efficient use of resources

Note: for the wellbeing and health & safety of staff and students, the school’s allocated number for pathways and classes, is sacrosanct. We would ask for understanding from all agencies and authorities.

4. Transition (Year 6-7)

Hednesford Valley High School adopts the same admissions procedures for students in Year 6 as stated in section 3. The school will liaise with the local authority, at an appropriate time, to inform of the number of available places for upcoming Year 7. This is a flexible number and can change yearly due to several factors, including the dynamic of the outgoing Year 11. The school will also state how many of available places are allocated to the Discovery Pathway or the Explorer Pathway. From this, places are allocated subject to the school being able to meet the student's needs (see section 3).

5. In-Year Admissions (Year 7-11)

We welcome consultations throughout the academic year for students who wish to apply for a place in years 7-11. It should be noted that the decision on any In-Year consultation will depend on the following:

- If the school has allocation within the proposed class (there is a set limit to each class assigned to all classes, which meets the health and safety needs of staff and students, along with the proposed needs, resources and curriculum)
- If the school is suitable for the age, ability, aptitude or SEN of the child
- If the admission of the child would be incompatible with the efficient education of other children
- If the admission of the child would be incompatible with the efficient use of resources

6. Sixth Form (Year 12-14)

The following procedure is required when applying for the 6th Form:

- Students in Year 11 must complete an application form and attend an interview.
- The Student's behaviour, attendance and progress will be reviewed before a place in 6th Form is offered.
- A student's place in 6th Form can be revoked if their behaviour and/or attendance falls short of the school's expectations

7. Transition to school

Once a place has been allocated at the school parents/carers and the child may visit and meet with staff to make the final decision. Staff from the school may carry out a home visit to gather more information to support transition if required. Information can be obtained from the school's website electronically to support transition. If a hard copy is required, this would need to be requested. Staff may meet with the parents/carers and professionals involved with the child to put together a transition package according to the needs of the child to ensure a smooth transition to the setting. The school will ensure that staff have the resources, facilities and training to meet the needs of the future student. If parents/carers require transport to school, they will need to liaise with the Transport Department at the LA. Parents/Carers will need to fill in the new student pack and return the coloured sheets to the school office to admit the student. The student can then start at the school **once the school has agreed a date**. Students may start part time or full time depending on their needs. Students are monitored by the Form Tutor, support staff and the SENCO. If there are any concerns at home parents/carers must contact the Form Tutor.

8. Responsibility of the school

Mrs Hill is the SLT lead for Year 6-7 consultations

Mrs Perry is the SLT lead for In-Year (Year 7-11) consultations

Mrs Perry is the SLT lead for Sixth Form (Year 12-14) applications/consultations

9. Dissemination and Review

The policy will be disseminated widely both Staff and Governors through appropriate meetings.

The policy will be reviewed May 2025.