

Oulder Hill

Community School



Admissions Policy

Date signed by September, 2016
Chair of Governors *[Signature]*

Date to be reviewed
September, 2019

Oulder Hill Community School adheres to the Rochdale LA Admissions Policy. For Community and Voluntary controlled schools Rochdale LA allocate places in the following order:

Where a child has a statement of Special Educational Needs naming a specific school, the child will be allocated a place before any other places are allocated.

The remaining applications are considered in the following order of priority:

1. Children in the Care of a Local Authority.
2. Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to the school concerned.
3. Children with older siblings attending the school.
4. Children with church affiliation, only applicable to Voluntary Controlled Church of England Schools.
5. Children eligible for the service premium.
6. Proximity, where you live.

Details of the criteria, how they are applied and to which schools they apply to can be found on:

rochdale.gov.uk/schooladmissions

If a student comes to Oulder Hill Community School on an in-year transfer, the Assistant Head teacher responsible for school admissions will contact the parent/carer and arrange a meeting. The meeting will be held between 8.35-10.35am on a Tuesday. The admission arrangements are:

Oulder Hill Admission arrangements.

1. All enquiries are sent to the Assistant Head Teacher from Rochdale LA. The AHT will only contact the Parent/Carer once Paperwork has been received from Rochdale LA
2. AHT/Pastoral Administrator to contact previous school to request admission information (Attendance/Behaviour)
3. AHT/Pastoral Administrator to contact parents/carers to arrange Curriculum Meeting.
4. Curriculum meeting held with AHT (See Checklist Curriculum Meeting)

If a place is offered by the school then:

5. Induction Meeting held with AHT/Year Manager/Learning Progress Director (See checklist Induction Meeting)
6. Student to attend for Assessments/taster day. Student is **not** to be put on roll until all data is in from transferring school.
7. CATs coordinator to send results to Year Manager and Learning Progress Director.
8. Year Manager/ Learning Progress Director to send out CATs to CLT including brief overview of results.
9. If data is in and acceptable and all arrangements eg support are sufficient, student to: Start to follow 'Buddy's' timetable until own timetable is complete.
10. Year Manager and Learning Progress Director to give out timetable on completion.
11. Form Tutor to conduct short review with student at the end of the first week.
12. Year Manager to conduct 6 week review. Attach to file. Contact parent/carer.

Leavers;

Exit meeting with YM to discuss any issues/views of OH / new school. Please pass all information to Attendance Officer in School office.

Checklist

Curriculum Meeting	
Action	Completed (Date)
*Parent/Carer contacted and Meeting arranged	
Discuss Curriculum details and option choices available. Show timetable	
Discuss implications for child if transferred from one school to another during KS4	
**Discuss previous school attendance/behaviour information received	
Explain Buddy until their timetable is complete	
Place offered	Yes / No
Induction Meeting	
Action	Completed (Date)
***Meeting arranged SENCO/LAC representative to attend where appropriate	
Parents information booklet discussed	
Student detail information given to parent/carers (cannot arrange start date till received)	
CAT tests arranged	

Administration	
Action	Completed (Date)
*Curriculum Meeting arranged	
**Previous school attendance/behavior information received	
***Induction Meeting arranged	
Parent Information and Student Detail information	
Student Details to Pupil Services (not to be put on role until all data has been received from previous school)	
Inform the LEA of start date	