

Longdean School



Admissions Policy

Reviewed: March 2008
Ratified: March 2008
Next review: March 2011

Admissions Policy

Policy Statement:

Longdean School is an inclusive multi cultural school where the aim is for every student to be able to say 'I am proud of who I am and what I have achieved today'. We ensure that all students who are new to the school feel comfortable and supported whilst settling in.

Secondary Transfer at 11+

- Longdean School's standard admissions number agreed with Hertfordshire County Council is 218.
- The County Admissions Team are responsible for allocating places following the guidelines set out in the 'Moving On', the Secondary Transfer Booklet.
- Longdean School is responsible for ensuring a smooth transfer from primary to secondary school. This is the responsibility of and is organised by the Director of Transition with support from a designated representative from the Special Educational Needs department and the Pastoral Manager for KS3.

Casual Admissions (Years 7 – 11)

- The standard number for all years is 218.
- The Admissions Team are responsible for providing paperwork for all in year admissions to Longdean School. Longdean School will not begin the induction of any in year admission until the appropriate paperwork is received from the Admissions Team.
- The Deputy Head (Student Support & Inclusion) liaises with the Admissions Team and relevant staff within the school.
- Once the correct paperwork has been received the Head of Year will organise and begin the induction process.
- The integration process operates on the following lines:
 - i. Head of Year to contact parents to arrange a date for an initial interview. This interview could involve any of the following staff – Senior Leadership Team, Head of Year, relevant external agencies.
 - ii. An induction morning will be arranged and will include – tour of the school, collection and organisation of student planner, uniform, dinner card, ICT access, options & SEN provision (if relevant), meet the form tutor. During the morning the parents will also sign the Home School Agreement. This will be retained in school.
 - iii. The student will begin school on the nearest Monday. For some students this may be on a reduced timetable or the student may be based for some or all of the time in The Education Centre.
 - iv. After a full timetable cycle has been completed the Head of Year or Pastoral Manager will contact the parents and report on how the student has settled in.
 - v. A review meeting of progress may take place after four weeks if this is felt necessary. This meeting will involve the parents, school representative and any relevant external agencies.