

POLICY STATEMENT : ADMISSIONS

RATIONALE

- Primary school transfer is subject to strict guidelines within the Education Authority's policy (see a School Prospectus, published annually).
- The school has an Admission Number of 302 for Years 7 to 11.
- The school has open access to the Sixth Form.

PURPOSES

- To inform and advise prospective pupils and parents of the school's facilities, resources and courses of study available.
- To ensure the efficient and supportive transfer of pupils from primary schools.
- To assist the induction and integration of new pupils to the school during Years 7 - 13.

GUIDELINES

- Arrangements for primary/secondary school transfer are determined by the Education Authority. Parental preferences are submitted by the October prior to transfer. South Gloucestershire Council produce an annual publication – 'Admission to Secondary Schools in South Gloucestershire', which provides detailed information for parents on primary/secondary school transfer.
- The Education Authority officers consider applications between October and February and first choices are granted wherever possible. In the event of over-subscription priority is determined by criteria in order of significance.
 - 1 Children in Public Care.
 - 2 Special Educational Needs.
 - 3 Local Siblings (within school's Area of Prime Responsibility who have named the school as first preference).

- 4 Geographical considerations which relate to home addresses. Relevant issues include:
- a) the school's area of prime responsibility and
 - b) distance of home from school when measured by nearest available walking route.

NB. The Ridings High School is part of a Consortium Area of Prime Responsibility, shared with Downend, Kingsfield and Mangotsfield Schools. Within that area The Ridings High School has an identified First Area of Responsibility which covers Winterbourne, Frampton Cotterell, Frenchay, Hambrook and parts of Westerleigh Parish.

- In the event of over-subscription parents are free to appeal against rejection of application.
Successful appeals may breach the school's Admission Number.
- The Director of Lower School and the Head of Year 7 are responsible for liaising with both the Education Authority and local primary schools regarding transfer issues.
- Fundamental to the primary transfer process are:

An Open Evening (Autumn Term) - for prospective pupils/parents and, if requested, additional tours of the school

An Induction Day (Summer Term) - for successful applicants

A Parents Evening (Summer Term) - of successful applicants

Summer Schools - voluntary participation.

Visits by Director of Lower School and the Head of Year 7 to Primary Schools

- The Assistant Headteacher Student Support is responsible for overall admissions during Years 7 - 11 ie initial contact with parents together with tours of the school; discussion with parents; liaison with other relevant schools and Education Authority; organisation of pupil timetables in conjunction with Heads of Faculties/Department.
- The Director of Sixth Form is responsible for the progression of Year 11 pupils into the Sixth Form and the admission of pupils transferring from other schools.

- Fundamental to the Sixth Form admission process are:

Potential Sixth Form Evening (Autumn Term) - for prospective students/parents

I.T assisted counselling/advice re: proposed courses - for prospective students

Student/Staff consultations (Summer Holiday) - related to GCSE results

CONCLUSION

The school does not wish to alter its admission number (10 Form Entry), seeking to maintain an 11 - 16 age population of 1510. The school's overall population is most influenced at present by the popularity and success of courses offered in the Sixth Form.

E.W. Lyne

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