



Caedmon School

Admissions Policy

HISTORY OF DOCUMENT

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Signature of Headteacher:

Signature of Governor:

Caedmon School **ADMISSIONS POLICY**

1.0 INTRODUCTION FOR PARENTS

We hope that the following Admissions Policy will help you to understand your rights and the procedures laid down by the Local Authority. This Policy aims to explain the system simply, but the full details of the Local Authority procedure are available.

In law you have the right to express a preference as to which school you wish your child to attend. The procedure for making such a preference is quite simple and is shown below. If you have any questions or wish to visit Caedmon School, please telephone the Headteacher, at the school on Tel. 01947 602570.

2.0 ADMISSIONS POLICY FOR CAEDMON SCHOOL

Caedmon School serves, in the main, the West of Whitby, the coastal strip to the north, including Hinderwell and Staithes. Close links have been established with primary schools from which pupils are normally admitted: namely, Airy Hill, St Hilda's, Lythe, Oakridge, Ruswarp, Seton, Sleights, Stakesby and West Cliff.

Normally students transfer from these schools at the end of Year 6.

For parents who live outside the normal local area served by our school, but who wish to express a preference for our school you should write to the Admissions Team at the Harrogate Education Office in Harrogate. Normally this can be done by indicating your preference on the transfer form issued by the Harrogate Education Office. All such preference requests will be considered by the Admissions Team, in line with specific criteria established by the Education Committee. These criteria are that a place at our school will be offered:-

- Firstly to students considered by the Authority to have exceptional social or medical needs;
- Secondly to students who have brothers or sisters at our school at the beginning of the term in which siblings are to be admitted;
- Thirdly to students who are nearest to our school once the needs of all other children living locally have been met, taking the nearest available safe walking route.

Should a place not be made available for your child, it may be possible for you to still obtain a place by using the Local Authority's appeal arrangements. Details of these arrangements can be obtained from the Harrogate Education Office on request.

3.0 POLICY INTO PRACTICE

3.1 Aim

The intention at Caedmon School is to make the transfer from primary to secondary school as 'painless', effective and smooth as possible for young people and their parents.

3.2 Formal Procedure

July

- School Prospectus issued to all parents in the catchment area.

- Open Day for students and parents and friends of students in the current Year 5.
- Induction Evening for parents of students in Year 6, opportunity to meet Form Tutors.

October

Open Evening for all parents and friends of students in the current Year 5 and 6.

November

Parents of Year 6 students express their preferences for a secondary school.

January

Harrogate Education Office process the preference forms

February/March

Caedmon School is notified of likely admission numbers for coming September.

March

Caedmon School writes to all Year 6 parents and students who have chosen Caedmon.

April/May

Caedmon School prepares and 'staffs' the curriculum for Year 7.

May/June

All Year 6 students who have chosen Caedmon are visited in their primary schools by the Headteacher and the Pastoral Head for Year 7.

July

- Year 6 students attend Caedmon for three consecutive Transfer Days.
- They meet Form Tutors and subject teachers; experience some of their timetable and the transport system.

3.3 Other Links

Over the years, we have developed a variety of activities, events and workshops to ensure curriculum continuity between Key Stages 2 and 3. We also work hard to develop a social cohesion within and between Year Groups.

Some of the activities are listed below.

- Visits by Heads of Department i.e. MFL, Science, Music, P.E.;
- Primary X-Country / sport events at Caedmon School;
- P E and Science projects at Caedmon for Year 5 and 6 students;
- Football and Rounders tournaments;
- Matinee drama performances for primary schools at Caedmon