**St Ninian’s High School**

**Guidance on Admissions procedure for new students**

Admissions to the school are overseen by the Deputy Head Teacher (DHT) and initial enquiries should be directed to Miss J White.

**Transition from Key Stage 2 to 3**

When a child intends to come to St Ninian’s High School as a progression from a feeder primary school, AP3 forms would normally be submitted by parents to the primary school during the spring term. The primary schools may share the information with St Ninian’s but a final list of expected students will be sent to the school by the Department for Education, Sport and Culture (DESC) for checking. The DHT at Lower School, along with the Transition Coordinator and the Admin team will be responsible for checking this list. All transition work is then carried out in partnership between the Transition Co-ordinator, KS3 and Progress Zone teams at SNHS and the primary school staff. Enquiries from out of the school catchment area will be directed to the Department of Education & Children in the first instance and it will be necessary for parents to complete an Out of Catchment application form. The application form can be found at: <https://www.gov.im/categories/education-training-and-careers/enrolling-for-school/out-of-catchment-area-online-application-form/>

DESC will contact the DHT to request feedback from the catchment school and the requested school before making a final decision. Parents have the right to appeal this decision if required.

**Admission to any year group from outside the Isle of Man**

An initial approach must be accompanied by a request in writing to the Head Teacher/Deputy Head Teacher via the Enquiries e-mail address. The DHT will contact immigration services if required, to determine the legal status of the child. Copies of passport/birth certificate as well as proof of address will be required. There will be a need to liaise with the EAL co-ordinator if English is not the first language spoken. The child and parents will be invited to the school for interview, the new student information sheet completed by the Pastoral Leader or member of SLT conducting the interview, and the language assessment completed by the EAL co-ordinator. The results of this will indicate whether there is a need to consult with the central EAL Team. This process must be completed before the child is offered a place at the school.

**Admission following home schooling**

The Department of Education Sport & Culture do not hold data on those children who have been home schooled. It is therefore essential that the Pastoral Leader or member of SLT gathers as much information from the parents as possible regarding levels of attainment so that they can be placed in the most appropriate sets or option groups. The student may be required to take part in subject or SEN assessments prior to admission in order to ensure that needs can be met. It will also be necessary for any welfare or safeguarding information to be shared by parents/guardians so that the school is in the best position to be able to support any pupil needs.

**Transfer from another secondary school (on or off Island) and residing in catchment area**

An initial request is usually received by the Enquiries e-mail address or by telephone call to the office on either site.

Information is passed to the Deputy Head Teacher with responsibility for the appropriate key stage who will then make contact with the parents/guardians. It is important to establish that the address is within the catchment area for SNHS and this can be done by checking the IOM Government Maps page (<https://www.gov.im/maps>) If the address falls outside the catchment area, parents should be directed to the DESC’s Out of Catchment application process.

A member of SLT or Pastoral teams will then arrange to meet with the child and parent/guardians to discuss the reasons for the move and establish key information about the child. Information will also be requested from the child’s current school.

At initial meeting, the ‘New Student Information Sheet’ is completed and copied to the relevant Pastoral Leader. Contact will be made with the original school and information about the pupil will be requested. It is important that SNHS has an awareness of the following:

* Attendance
* Any additional educational needs/SEN and support in place
* Medical information
* Progress (such as predicted grades and setting information)
* Safeguarding and welfare concerns
* With students in year 9, 10 & 11, it essential to determine whether the school can match GCSE options if chosen at the previous school.

Only when it has been established that St Ninian’s High School is able to meet the needs of the child, is a place offered formally and an admissions pack provided. Once admissions paperwork has been completed and returned to school, a start date is then established and communicated to parents by the Pastoral Leader.

The appropriate pastoral leader will place the child in a tutor group (in consultation with DHT & PZ if necessary) and will ask Subject Leaders to place the child in appropriate sets. The new tutor will be informed at this stage.

**On the start date**

The Pastoral Leader will have asked the form tutor to arrange an appropriate ‘buddy’ to show the pupil around their classrooms for the first day or two. The buddy will meet the child, along with the pastoral leader in the entrance hall at a pre-arranged time. The pupil should have a copy of their timetable so that they can locate their classrooms. A lunch card will be issued by the office and delivered to the new pupil during their first day.

The ‘buddy’ should ensure that they meet the new pupil after lessons and take them to their next lesson/break/lunch as required on the first day.

Approximately 4 weeks after the start date, the Pastoral Leader (or delegated to the form tutor) should arrange to meet with the parents and pupil to discuss their first few weeks at St Ninian’s High School and address any issues or concerns. This meeting should be recorded and logged on the pupil’s SIMS records.

**Admission Pack Contains:**

Admission Form

Data agreement form

Parent Pay information

School Prospectus

**See below for New Student Information Sheet**

**New Student Information Sheet**

|  |  |
| --- | --- |
| **Student Name:** | **DoB:** |
| **Previous School Attended:** | **Previous School contact details:** |
| **EAL needs: Yes No** | |
| **Current Academic information (Levels/Predicted Grades/Sets/Options):** | |
| **SEN needs: Yes No**  **Details:** | **SEN Stage and COLI area of Need:**  **RoC Additional Additional Plus CLN**  **C & L PWB C & I S, M & P** |
| **Safeguarding Yes No** |  |
| **Contact with Agencies:**  **Listening Service YES NO**  **CAMHS YES NO**  **Social Services YES NO**  **Education Welfare Officer YES NO**  **Youth Justice/Police/PEAT YES NO**  **Educational Psychologist YES NO**  **Other (please state) YES NO** | |
| **Any other relevant information:** | |

This form should be shared with the Pastoral Team and Subject Leaders before being added to the pupil’s SIMs records as a linked document.