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**Owner:**  
Headteacher

The Hessle Academy caters for the educational needs of 3–19 year olds, the Academy admits learners of compulsory school age to Reception/Foundation Stage 2 at Penshurst Primary School and, at age 11, learners continue their education at Hessle High School and Sixth Form College, entering into Year 7.

Penshurst Primary School has a nursery provision (Foundation Stage 1) catering for 52 children (full time equivalent) from the term in which they turn three years old. Parents apply through their home Local Authority to apply for their child to transfer from Foundation Stage 1 to Foundation Stage 2.

The Hessle Academy continues to work closely with the East Riding Local Authority for all admissions to both Hessle High School and Penshurst Primary School including participation in the Fair Access protocols. The Hessle Academy works within the School Admissions Code at all times.

## **1. Informing Prospective Parents and Learners of Admissions Arrangements**

We inform parents of admissions arrangements through a variety of communication channels, including:

- Information given directly to parents of children in Foundation Stage 1
- Information given directly to parents of children in Year 6
- Promotion of our Open Evenings
- Headteacher Blogs
- Academy Prospectus
- Academy Website

It is the responsibility of the Headteacher to keep all literature up to date, though this will be delegated to the Operations Manager.

Recognising the competitive nature of school admissions, The Hessle Academy will market itself through local media and social media outlets, adopting marketing messages that are honest and ethical at all times.

## **2. Arrangements for the New Intake across The Hessle Academy**

Transition is extremely important for the progress of learners at all ages and The Academy puts in place a wide range of activities and events to support learners and their families. These include:

Transition into Foundation Stage 2

- Home Visits carried out by the Early Years Foundation Stage (EYFS) Leader and team when families are new to school
- EYFS staff dialogues throughout the year and in an organised pre-setting meeting at Easter

- “Bring your Parent to Play” sessions
- Phased induction to the Nursery (Foundation Stage 1) will involve work with parents and learners
- Transition activities will be planned to aid Nursery to Reception class (Foundation Stage 2) movement
- A Key Stage 1 information afternoon will be held and led by the Senior Leadership team and Year 1 teachers

Transition between primary school years

- “Moving Up Week” - provides all primary children with the opportunity to meet their new teachers in new classrooms

Transition to secondary phase

- Taster lessons for Year 5 and 6 learners held at Hessle High School
- Head of Year 7 and Assistant Head of Year 7 visits local primary schools
- Transition Week (Summer term)

Transition to Sixth Form College

- Year 10 event in summer term, to introduce students to the range of subjects available
- Year 11 Sixth Form Open Evening in Autumn term
- Year 11 Taster event in Autumn term, to allow students to try out potential Sixth Form subjects
- Year 11 Sixth Form interviews in Autumn term, to support all students with choosing their destination, and to help ensure students select suitable subjects
- Regular meetings/assemblies with Year 11 students throughout the Academic Year
- Regular Year 11 tutor sessions focused on post-16 choices
- ‘Heads Up’ transition event in summer term, aimed at ensuring student are able to progress and meet the challenges of further education
- Parent Information Evenings

### **3. Open Evening**

Hessle High School holds an Open Evening in September/October for all prospective Year 7 learners and their parents. This is open to Year 5 and 6 learners.

Hessle Sixth Form College also holds an Open Evening in October for all prospective Year 12 learners and their parents. This is open to Year 11 students from Hessle High School, as well as external students.

### **4. Headteacher Tours**

It is important that parents make informed choices. Parents are welcome to see the school at ‘full tilt’ when it is occupied by staff and students on a normal school day. Headteacher tours are carried out for groups of parents and learners during the Autumn and Spring Terms. Parents should contact the school office to arrange a time for a tour.

### **5. Admissions Arrangements**

Home Local Authority Admissions teams contact parents in the Autumn Term asking for their decisions on Foundation Stage 2 and Year 7 entry. The closing date for applications is normally 31 October for secondary phase and 31 January for primary phase. Parents apply through their home Local Authority under the coordinated admission scheme. The East Riding Admission department informs the Headteacher of the number of learners seeking admission. Indicative numbers for the secondary phase are available from mid-December, with confirmation in March and, for the primary phase, figures are available from April.

For entry to the Sixth Form, applicants are encouraged to apply by mid-November, with interviews

being held by the end of the Autumn Term. There is no statutory requirement for the admission of learners to the Sixth Form nor onto any particular course(s). Initial offers are based on a combination of a student's likely grades and their attitude to learning profile, as measured throughout Year 10 and Year 11, under the principle of 'right student, right course'. Where a place is offered conditionally, this will be reviewed by the Director of Sixth Form team during the Spring Term.

During the Spring Term, the Local Authority offers places to the learners up to the Published Admission Number (PAN).

On entry to Foundation Stage 2, the current PAN is 70, although this will be reduced to 60 with effect from September 2022.

On entry to Year 7, the current PAN is 190 (allowing 60 places for learners from Penshurst Primary School). This number will fall to 180 with effect from 2022/23 to allow for increasing numbers of learners from Penshurst.

With effect from September 2022, changes to the Academy PAN will take effect, as shown below:

	<b>Current</b>	<b>From 1 September</b>		<b>Current</b>	<b>From 1 September</b>
Reception	70	60	Year 7	250	250
Year 1	70	70	Year 8	250	250
Year 2	70	70	Year 9	250	250
Year 3	70	70	Year 10	243	250
Year 4	70	70	Year 11	185	243
Year 5	70	70			
Year 6	70	70			

Those parents who have not been offered a place may consider an appeal, through the LA Appeals Procedure, where appropriate.

Penshurst Primary School will manage the nursery admissions limit in house. The Foundation Stage 1 PAN is 52 Full Time Equivalent places (FTE) with priority given to learners with siblings on roll with the Academy. Further applications will be based on the birth date of the child (oldest children taken in first). Although we offer flexibility in our Flexible Free Entitlement, places on particular sessions may not be available based on demand in any given year. We offer mornings, afternoons or full days for those entitled to the 30-hour free childcare.

## **6. In-Year Admissions**

The Hessle Academy is committed to the Schools Admissions Code and we will not request or transfer details of learners until the allocation of a school place has been confirmed by the Local Authority and the student attends for their first day in accordance with our admissions protocol, recognising the sensitive nature of the data contained in a hard file/Common Transfer File (CTF).

Learners moving into the area and allocated a place will normally be invited into school for a meeting with a member of the Senior Leadership Team. This process facilitates transition and ensures our high expectations are understood by all parties. All learners gaining a place at Hessle High School and Sixth Form College will sit a Cognitive Ability Test (CAT) and baseline Maths and English tests prior to admission. Transition to the school is on a needs analysis basis and will be different for each

learner.

Parents of learners transferring from other local schools, who are not moving house, will first be advised to contact the Headteacher of their existing school before seeking admission to either Penshurst Primary School or Hessle High School and Sixth Form College. Admission will depend on spaces being available and parents will be advised of the need to contact their home Local Authority to apply for a place within The Hessle Academy.

Where learners with additional needs are admitted in-year, the Assistant Headteacher (SEND and Inclusion) will endeavour to make the transition as successful and supportive as possible.

The Hessle Academy is committed to participation in the Local Authority Fair Access Protocol. Where learners are allocated a place under Fair Access, The Hessle Academy will endeavour to ensure the admission of an additional learner does not negatively impact on current learners.

Where it is deemed that a learner may need additional support to make an effective transition, we may - at our discretion - introduce an In-Year Admission Support Plan (IYASP). This is a two-day process which allows us to ensure that all necessary support can be put into place prior to the learner being admitted. This may include a support plan, careers interview, appropriate curriculum and timetable, school buddy, communication with parent's schedule and a designated adult.

## **7. Admission to the Sixth Form**

Whilst The Hessle Academy recognises the need to provide a natural progression route for learners from Year 11 into further education, the Independent Information Advice and Guidance that students in Year 11 receive is essential in ensuring 'right student, right course' which may not be at Hessle Sixth Form College.

The general entry requirements for access to a Sixth Form Curriculum is 5 or more GCSEs at Grade 4 or above, including English Language or Maths. In addition, enrolment on individual courses will also be subject to a specific entry requirement that will ensure the learner will be able to access the course content. Entry requirements for each course will be shared with learners and parents throughout the recruitment and transition process.