

Admission of New Pupils

Policies at Lady Aisha Academy are designed to support the ethos, aims and vision of the academy. They are written in accordance with the five outcomes contained within Every Child Matters:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic wellbeing

1. Rationale

1.1 To provide a fair admission policy for pupils seeking places Lady Aisha Academy.

1.2 To provide Year 6 pupils transferring to Lady Aisha Academy with a smooth and supported transition to Secondary School.

2. Broad Goals

2.1 To make the admission of new pupils administratively efficient and to ensure the best possible opportunity for new pupils to settle into the academy quickly.

2.2 To ensure that requests for admission from whatever source (LEA, school reception, telephone, email) follow the same procedure and are seen to be fair and equitable.

2.3 In years that are full to facilitate the administration of our waiting list by the Headteacher.

3. Pupil and Other Outcomes

3.1 Pupils that settle into the academy quickly with the minimum disruption to themselves and others.

3.2 All pupil information, including previous UK school records collected within two weeks of a pupil being admitted to Lady Aisha Academy.

3.3 Unfortunately Lady Aisha Academy is not able to admit pupils with special needs.

3.4 Staff that are informed efficiently and quickly of the arrival of new pupils.

4. Implementation

4.1 Parents/ Admission requests for Year 6 pupils are dealt with by the Admissions Officer and Headteacher.

4.2 Carers and pupils requesting a place at Lady Aisha Academy are offered an initial interview, pupil assessment and guided tour of the academy at the first available appointment. (See below: Admission Procedure)

4.3 Appointments are available fortnightly depending on capacity. Siblings are given appointments together.

4.4 In academy years where Lady Aisha Academy has reached capacity, the Headteacher administers the waiting list and offers the initial interview, as places become available. The waiting list operates with pupils applying sooner to the academy being given precedence. The wait for appointments however is subject to delay if demand is high.

4.5 In academy years where there are places the academy allocates initial interview appointments as places are requested.

4.6 The decision to offer a place to any pupil requesting admission is taken by the Head Teacher and Leadership Team up to three days after the interview has taken place.

4.7 Pupils offered a place at Lady Aisha Academy start the week following their initial interview.

5. Monitoring and Evaluation

5.1 Monitoring of admission requests is conducted by the Headteacher.

5.2 An analysis will be made next year reviewing admission, assessment, induction and the progress made by casual admissions.

5.3 The Headteacher will monitor the effective induction of new pupils.

6. Admission of pupils with special educational needs (SEN) / other special needs

We regret to inform prospective parents that we will not be able to cater for pupils who have statements for special needs due to the limited resources and capacity at our disposal. However, should we have concerns about a pupil who has been admitted, we shall demand full parental cooperation to have the needs of their child assessed by the appropriate authorities via the GP route. Once a diagnosis has been made, the school, parents and pupil will be better informed as to what special provision must be provided and which external agencies can support the pupil.

7. Admission of pupils with English as an Additional Language (EAL)

We regret to inform prospective parents that we will not be able to cater for pupils who are at the early stages of learning English. However, we can cater for bilingual pupils of those who are at more advanced stages of learning English.

Lady Aisha Academy – Admissions Procedure

1. Requests for admission from parents noted.
2. Headteacher made aware of request.
3. Admission assessment date arranged by phone or in person.
4. Admission interview arranged following results of admissions assessment. Usually 45 minutes long and includes tour of academy areas.
5. All data from above will be collated and an appointment to register the pupil will be made. Decision of admission/registration date to be determined by the Headteacher.
6. Parents contacted to arrange start date usually a few days after initial interview.
7. Academy records sent for and previous schools contacted if need be.
8. Admission day– pupil and parent greeted by Headteacher.
9. Pupils given their timetable.
10. New pupils monitored and given assistance when necessary to ease transition.

Reviewed by: N Aslam August 2021

To be reviewed: August 2022