



STUDENT INDUCTION POLICY

VISION

That all students have a smooth transition from their previous education provision to their future at Alec Hunter Humanities College.

KEY POINTS

- That at whatever stage of their school career a student enters the school, they receive the same quality of induction.
- All students joining the school have a guided tour of the site and are provided with a site plan.
- All students receive an introduction pack to the school, including details of school procedures, organiser, timetable, parental liaison sessions and homework.
- All students and parents will receive information on their expected rate of progress in the school and their level of expected achievement at the end of year 11
- All students will be tested before entry to ensure that they are placed in appropriate sets that best match their ability. However, in instances where the student's previous school has supplied detailed information on levels of attainment, ability and SEN, there may not be a need to complete this pre-entry testing.
- All students and parents will receive the findings of the educational testing on learning styles and current level of achievement.
- All new students to the school have a personal interview with a member of staff between parent, student and school.



INTRODUCTION

Students are admitted to the school in two main categories.

- (i) As a new admission from primary or junior school for September admission into year 7.
- (ii) As a casual admission from another school or education system. This policy will also include details for admission or re-admission for students from other aspects of educational provision, as well as those who have not been in the education system for a period of time.

NEW ADMISSIONS TO YEAR 7 IN SEPTEMBER

The Assistant Headteacher (Primary Liaison) arranges the successful transfer of students from primary to secondary with the assistance of the year 6/7 team of Pastoral Manager and Achievement Co-ordinator.

The programme for this is reviewed each year and evaluated by parents, staff and primary colleagues.

All new admissions in year 7 for September will be interviewed by staff, having been accepted for admission to the school. In order to secure a smooth transition, staff from Alec Hunter Humanities College will visit students in their primary classes and discuss students' achievements and any special needs with primary colleagues.

Students with an identified special educational need will receive additional support from our Special Needs Department in the form of

- Liaison with the same LSA who will be the first contact at secondary school
- A parental interview to outline the support arrangements for each SEN student
- See also Appendix B

All students will be expected to spend two days at Alec Hunter during July, on dates agreed with local feeder schools.

The programme for these days is arranged by the KS3 team.

Parents are invited to meet form tutors at a parents' meeting in June.



STUDENTS WHO JOIN THE SCHOOL MID-TERM

Student application information is received from planning and admissions and is reviewed by the Assistant Headteacher for that Key Stage.

The college will seek prior learning and behaviour data from previous schools to assist with the following stages of the process. It is expected that this data will be provided by such schools within a week on the proforma supplied (Appendix c). In the event of the school failing to provide such information the parents will be informed and may collect information themselves and the college will send a reminder. A letter is posted to the family which includes induction pack and information form all of which is to be returned before they are invited to attend an interview.

On receipt of the information from the family and previous school the Assistant Headteacher can do 3 things:-

- (i) Accept the admission and pass it on to the Achievement Co-ordinator and Pastoral Manager
- (ii) Investigate more about the admission and discuss findings with the Headteacher.
- (iii) Refuse the admission.

Once a child has been accepted to become a student at Alec Hunter Humanities College, information is passed on to the year team, as deemed by the relevant Assistant Headteacher for that key stage. The Achievement Co-ordinator / Pastoral Manager contacts the parents to arrange an interview. Students who may present problems should always be interviewed by the Assistant Headteacher. A time and date will be agreed before the start date for student testing by the SEN. A start date is agreed with student and parents which will allow the school sufficient time to make the necessary arrangements prior to the student's arrival. A start date cannot be agreed unless a date for testing has been agreed with parents or information on prior attainment has been received, parents can provide details from the previous school which can speed the admission. The college requests prior learning and behaviour data to ensure the smooth transition of the student to Alec Hunter Humanities College. The parents complete the confidential information form which is part of the induction pack.



From information received at the interview the Achievement Co-ordinator/Pastoral Manager will liaise with the Deputy Headteacher regarding tutor group and timetabling and then will:-

- Confirm year group and arrange a tutor group for new student.
- Arrange a buddy for student.
- Ensure students with special needs are given a tailored curriculum as necessary.
- Forward all attainment data from pre-entry testing or from previous school to the Deputy Headteacher (Curriculum), along with option choices for KS4 students.
- Deputy Head constructs timetable, using information on student and current groupings in the school. The timetable is passed on to Student Admissions (STP), who puts it on staff notice board and circulates to HoCAs. They are requested to check this and see the Deputy Head on the day if there are any concerns over group allocations.
- Circulate information from student testing to all HOCA and sets confirmed based on target grades.
- Achievement Co-ordinators to inform all staff of new student and timetable at least 24 hours before student start date.
- No admission without correct uniform.



ON THE FIRST DAY

The new student is met by a member of the year team (preferably one that the new student has met before) and goes through the organiser and timetable with the student. They will identify students who have the same classes, particularly important for when the buddy is not in the same class.

At the end of the first day, during tutor time, the form tutor meets with the new student to see how things have gone, dealing with any concerns and calling home, if necessary.

After one week

After one complete week at school the form teacher meets with the student and must then call or write home regarding the first week in school. The form tutors would reinforce the pastoral manager scheme and inform parents of the next parent event.

Review date : 11/2011

Governors Committee responsible: Students Matters



Appendix A

CONTENTS OF STUDENT INDUCTION PACK

- Prospectus
- Website
- Organiser
- Calendar of activities for year
- Parental Contact : School Data Sheet (Pastoral Team/Attendance)
- Home School Agreement
- Behaviour for Learning system
- What to do if you suspect bullying
- Anti-racism policy
- Photo permission form
- ICT permission form
- Uniform application
- Last 2 Heralds
- Complaints procedure



Appendix B

SEN DEPARTMENT ROLE IN STUDENT INDUCTION

- All students entering AHHC as mid-year admissions are assessed in SEN.
- SEN staff carry out this assessment.
- Referred by Assistant Headteacher after initial interview, who will arrange the time for testing
- Assessments carried out either on the day of interview or within the week.
- Results of tests are issued to Ach Co-ordinator, pastoral manager, posted on SEN board and published in weekly bulletin.
- All staff can access results on 'R' drive, New Students Assessment Results.
- Any concerns or relevant information is fed back to the appropriate people.
- Each year 7 student is assessed on:-
 - o Reading (Salford)
 - o Spelling (NFER-Nelson)
 - o Maths testing

Dependent on results, students may be given a more detailed test including reading and comprehension (The Diagnostic Reading Analysis, Hodder Murray).

- Parental inquiries about free school meals/uniform etc are dealt with by the Pastoral Manager.
- Students with English as a Second Language are referred to our EMAS advisor for an initial assessment of their needs and to our EAL link member of support staff.
- Looked after students are introduced to TB
- Liaison with EWO/Attendance Officer about students with attendance concerns.



Students with Special Educational Needs

- Statemented students have their initial interview with ach co ordinator and a member of the SEN department.
- SEN students may require a differentiated timetable, devised in agreement with Ach Co-ordinator / Pastoral Manager / SEN department / Deputy Headteacher.
- STP contacts previous school for student records and SEN file.
- Previous school is contacted by SEN department if any urgent SEN information is required.
- In class support is checked and arranged.
- When the assessment has been completed, students with a reading age below 10 years are placed on the SEN profile and parents are informed to discuss appropriate support.



Appendix C:
Proformas for receiving data from previous schools



To the Head of Year: KS4

Date:

School:

Fax No:

Name of Student:

UCI:

URGENT REQUEST

We have received a request for the above student to transfer to Alec Hunter Humanities College. In order for us to provide appropriate support, I would be grateful to have the following 'snapshot' information as soon as possible. The parents and student will be invited in to school for an interview and a look around. If the student is accepted we will request the current file from you.

1 Key Stage 2 SAT results for:

Maths
 English
 Science

2 Year 7 MidYis (where applicable)

Maths
 Non Verbal.....
 Skills
 Vocabulary
 Total MidYis Score

3

Key Stage 3 SAT results (where applicable)

Maths
 English
 Science

4 Whilst at your school, has the student ever:

Been a victim of bullying? Yes/No
 Bullied another student? Yes/No
 Truanted? Yes/No
 Been excluded? Yes/No
 *if YES number of exclusions
 Verbally abused staff? Yes/No
 Assaulted staff? Yes/No
 Threatened staff? Yes/No

Been found in possession of drugs?
 Yes/No

Attendance issues? Yes/No
 *if YES please enclose attendance details

SEN Stage (if applicable)
 Date of entry to current school

UPN No:

	End of Key Stage 2 (En, Ma and Sc)		Current Level	End of KS3 Target	FFT Target (ABC)
	KS2 Result	Marks Awarded			
English					
English Reading					
English Writing					
Maths					
Science					
Art					
Citizenship					
Drama					
French					
German					
Geography					
History					
ICT					
Music					
PE					
RE					
Spanish					
Technology					



Are there any other comments you would like to make about this student?

Please can you also forward any MidYIS results to us also. A prompt return would be appreciated.
Many thanks for your help with this.

Yours faithfully

S Purkiss (Mrs)
Admissions Officer.



Thank you very much for your help.

Yours sincerely

S Purkiss
Admissions Officer

studentsnapshotinformation



Appendix D:
Proformas for receiving data from family



Current Attainment

Please complete the table below or provide a copy of your most recent report.

	<i>Latest Level Date given:</i>	<i>End of year target level</i>	<i>End of Key Stage 3 target level</i>
<i>English</i>			
<i>English Reading</i>			
<i>English Writing</i>			
<i>Maths</i>			
<i>Science</i>			
<i>Art</i>			
<i>Citizenship</i>			
<i>Drama</i>			
<i>French</i>			
<i>German</i>			
<i>Geography</i>			
<i>History</i>			
<i>ICT</i>			
<i>Music</i>			
<i>PE</i>			
<i>RE</i>			
<i>Spanish</i>			
<i>Technology</i>			
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**please add any additional subjects you have studied*

Are there any other comments you would like to make in support of your application?



Data Request for Entry into Alec Hunter Humanities College Key Stage 4

Thank you for your application to join Alec Hunter Humanities College. In order for us to ensure that your interview with us focuses on your learning needs we need the following information from you before the meeting.
We will be sending a similar request to your current school.

Key Stage 2 SAT results for: Maths English Science	Year 7 MidYiS/CAT Scores if known Maths..... Non Verbal..... Skills Vocabulary Tota
What is the reason for your application to join Alec Hunter Humanities College: Whilst at school have you ever: Been a victim of bullying? Yes/No Bullied another student? Yes/No Had attendance issues? Yes/No Truanted? Yes/No Been given detention? Yes/No If yes please provide some information on reasons for detentions: Been excluded? Yes/No If yes please provide details including number of days and reasons: Do you receive any additional support I school? Yes/No If yes please provide details: SEN Stage (if applicable).....	

Current Attainment

Please complete the table below or provide a copy of your most recent report.

	<i>End of Key Stage 3 level given</i>	<i>Latest Grade Date given:</i>	<i>End of Key Stage 4 Target Grade</i>	<i>Exam Board and Course type ie GCSE, BTEC...</i>	<i>Coursework Status</i>
<i>English</i>					
<i>Maths</i>					
<i>Science</i>					
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**please list all the subjects you have been studying*

Are there any other comments you would like to make in support of your application?