



Application, Initial Assessment, Interview and Admissions Policy



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Document Aims

This document aims to outline the complete admissions policy & procedures from initial enquiry to first day in school.

Initial Enquiry

When an initial telephone enquiry is made the Administrator records in the *prospectus request book* the parents name and address, pupil's gender and year group and when the pupils would like to start. A prospectus is then sent first class either on the day of the enquiry or at the latest the next day where requested. The enquiry is logged on the *applications tracking sheet*. A 45 minute appointment to look around the school with the Principal immediately followed by a 20 minute appointment for Envisioning will be made at this point if the inquirer is willing, otherwise these appointments can be made on receipt of the application form.

Initial Visit

The Principal will spend around 45 minutes showing prospective families around the school and explaining the admissions procedure, the school's Christian ethos and curriculum. There will be time for families to ask questions of the Principal during this time.

Envisioning Session

The Envisioning Sessions usually follows straight after a look around. The Principal will have an outline of the content of the Envisioning session.

Parents will be supplied with an outline of the application procedure and a copy of the Home School Partnership Agreement, both contained in the *Envisioning Leaflet*.

The Envisioning Session is an informal presentation of the school's ethos, history, vision and a time for further questions and answers.

Parents / Carers may wish to ask questions arising from the visit and from reading the Home-School Partnership Agreement document which outlines the school's responsibilities to parents / carers and vice versa.

For those wishing to continue the application process a date will be set to attend one of the Sunday meetings of Hope House Church and for the Assessment Week. The Administrator will then confirm these dates in writing, usually via email, to the parents.

On receipt of the *Application Form* the Principal will contact the applicant's present school for details about the pupil, any special needs etc.

Application Form Received

The application form can be submitted before the initial visit, during or after it. The application fee should be handed in with the application form, if this has not happened this should be mentioned to the applicant. The 'office only' box of the application form should be completed. If the enquirers have not looked around school then an appointment for this should be made as soon as possible.

Assessment

Assessment is normally one week in school for a straightforward application. A longer period can be specified if SEND have been identified or are under investigation, or for older pupils who have difficulties at their current schools. The assessment period can also be extended after the initial one week if staff feels further assessment/evidence is necessary. During this period the class teacher, and where applicable subject teachers, will have the opportunity to assess the child's academic level, any indication of special needs or abilities (this may not be apparent over a short period); the ability to establish relationships with class mates and their ability to 'fit in' with the class. It is hoped during this period potential problems may be identified which may be shared with the parents during the interview. Teachers should seek the advice of colleagues as necessary e.g. help with special needs assessment. Occasionally pupils maybe asked to attend for a further week's assessment.

Following the assessment week the Class Teacher / Subject teachers will complete an *Assessment Form* and hand this to the Principal who will discuss the application with the appropriate teachers.

If the recommendation is made to reject the application then the Principal should ring and inform the applicants. This should be confirmed in writing. If the application is to proceed then a final interview date should be arranged, this will be done in writing via the office.

Parents of all children area advised upon admittance that, whilst pupils are always encouraged to achieve to the best of their ability, Hope House School only offers GCSE courses in Key Stage 4 and if it becomes apparent, at any time during a pupil's attendance, that GCSE's are not appropriate for them to study at KS4, the school will consult with parents and advise upon suitable courses and qualifications that could be taken up elsewhere, at the earliest opportunity.

The Church Visit

Applicants will be invited to attend a Sunday meeting of Hope House Church to help them understand the church tradition the church comes from and to ensure that they are happy for their child to be taught the Christian faith in school from this tradition.

The Final Interview

The final interview should be arranged as soon as possible. If the applicant wishes to start as soon as possible, and note return to their present school, then the final interview can be arranged as an after school appointment on the last day of the assessment period, usually a Friday. If the applicant does not wish to start immediately then a mutually convenient date will be arranged.

The aim of the interview is to;

- formally meet parents
- establish reason for application
- confirm that both parents are in agreement with the child attending school
- informally establish the extent of both child's and parents understanding of the School's Christian Ethos and ask about their impressions of the Church Service.
- review assessment period
- discuss curriculum issues
- explain discipline policy
- explain need for parental involvement in school life
- allow relevant questions from both interview panel and parents
- explain 'first day' requirements
- exchange signed copies of the Home School Partnership Agreement
- establish ability to pay fees

- Notify parents of any part month fee payments due on commencement
- Set a date for the pupil to start

The interview should be arranged with a view to establishing the pupil in school as soon as practical. This should be explained to the parents during the interview.

Attendance at interviews can be by one parent but both parents need to sign the Home School Partnership Agreement. Though the interview should only be arranged with one parent if good cause can be established e.g. working away.

The interview panel will consist of the Church Pastor and Principal/Principal or a Director/Governor .

Copy(s) of the pupil's application form and any class work deemed suitable and the assessment form, may be made available to the panel for reference as necessary.

The prospective pupil will not be required to attend the interview. Parents should attend the interview alone where possible but a young child can be found toys to play with if absolutely necessary

If it is not possible to offer a place at school this will usually become evident during the assessment period Reason for the school not being able to offer a place will usually be due to the severity of special needs. It will be not be necessary to arrange a formal interview in these circumstances and an informal discussion should be arranged with parents to review the situation and offer recommendations as appropriate.

Admission

Verbal notification of acceptance will normally be made at the interview. This will be followed by written confirmation of the offer of acceptance noting a start date. Written acceptance will be a standard letter detailing the scale of fees this will be confirmed to the office by the Finance Administrator.

An "admission pack" of documents to reflect the following aspects of joining school will be provided to parents on or prior to the start date.

Contents of the admission pack will be as follows –

- Pupil Details Admissions Form & Medical Form
- Image Consent Form
- Parentmail Form
- Marketing Questionnaire
- School Handbook
- Standing Order form to be given to your bank.
- Letter from the Friends of Hope House School
- School Calendars
- Dropping Off / Picking Up Notice
- Information From the Take 2 Centre

Payment of Fees

Payment of fees will be required to commence at the beginning of the month and before the 15th of the month, following the start date. Payment should be made via bank/building society standing order. A calculation will be made to determine any part fees up to this point. This figure will be notified to parents as part of the written acceptance.

APPENDICES

MST. Ver.6/31.12.14

Appendix 1.

Usually via email.

Dear

Thank you for your interest in Hope House School, Barnsley.

Please find enclosed our latest prospectus. I have made an appointment for you with Mrs Wood, our Principal for Thursday 8th November 2016 at 10.30am to look around the school. The initial visit and information session usually takes up to 1 ¼ hours. If you need to change this appointment then please do contact us and we will gladly re-arrange a more convenient time. We look forward to meeting you and seeing how we can partner with you in your children's future education.

In the meantime if you have any questions please do not hesitate to contact us.

Yours sincerely

Mike Stead
Administrator



Envisioning Outline

Welcome and introduce session

Invite questions during session

Introduce yourself in a little more detail

Speak about origins / history of school

Development since 1986, C.S.T. etc.

Relationship to and links with, Hope House Church.

School Vision Statement, aims, future plans.

Application Process

Home School Partnership Agreement

Finances:

Fees

F.H.H.S

Invite questions

Round up the session,

Next Steps – set assessment week and church visit

Appendix 3

Dear _____

Re: Application for _____

I am writing to confirm the next stages of the application procedure.

- Date - Visit to Hope House Church, 10.00am
- Date - Assessment week.
- Final Interview (To be confirmed) - Date
- Date - Start date, dependent on final interview.

Thank you for attending the Initial Visit and Envisioning Session, I hope you found it helpful. If you have any further questions please do not hesitate to contact me on the above number.

Yours sincerely

Mike Stead
Administrator

Appendix 4.

APPLICATIONS PROCEDURE

STAGE 1: Initial School Visit & Envisioning Session

- a) Application form and application fee is received.
- b) Parents / carers will be invited to visit the school (usually during the course of a school day) and will be given a tour of the School with the Principal. They will have the opportunity to ask questions.
- c) Following on immediately after the tour is the Envisioning Session. This is an informal presentation of the school's ethos, history, vision and a time for further questions and answers.
- b) Parents / Carers may wish to ask questions arising from the visit and from reading the Home-School Partnership document which outlines the school's responsibilities to parents / guardians and vice versa.
- c) A date will be set to attend one of the Sunday meetings of Hope House Church.

STAGE 2: Church Visit

- a) Parents / Carers will have an opportunity to meet Hope House Church's leadership, founder members of the school and experience the Christian community from which the school was born. This is designed to help parents in their understanding of the Christian tradition the School belongs to.

STAGE 3: Assessment Period

- a) An assessment period of five days (or more) for all pupils will be arranged. Although there is no entrance examination pupils' Literacy, Numeracy and Social skills will be assessed.
- b) Class and subject teachers will be consulted by the Principal and Assessment sheets about the child/ren's progress in school during that time will be completed.

STAGE 4: Formal Interview

- a) A formal interview will then take place. The Church Pastor, Principal or a Director/Governor will be present. Parents / Carers will be given any feedback from the assessment period and any final questions and discussions may be held.
- b) The Home-School Partnership document will then be signed by both parties and the parental application accepted.

STAGE 5: First Day at School

- a) An agreed date will be set for the child/ren to start attending school.

Please note that the application process can take up to three weeks to complete. This will be shortened considerably if a pupil wishes start as soon as possible.



BARNSELEY
HOPE
HOUSE
SCHOOL
EDUCATION YOU CAN BELIEVE IN

HOME SCHOOL PARTNERSHIP AGREEMENT

Our aim is to establish a good partnership between home and school in order that the aims and vision of the school are achieved.

INTRODUCTION

The education of our children is of paramount importance and decisions regarding their future should not be taken lightly. Parents clearly have a crucial role in this process and as a school we want to work in partnership with you. If your application is successful you will be invited to sign this agreement at the final interview stage.

VISION STATEMENT

To provide a Christian ethos school within the context of a Christ-centred worshipping community.

OUR COMMITMENT TO YOU

1. To take pastoral responsibility for all children in a loving, caring and well disciplined environment.
2. To provide a broad, balanced contemporary education based on the National Curriculum for all children regardless of ability, age, race or gender.
3. To encourage all pupils to fulfil their potential academically.
4. To encourage all pupils to explore the Christian faith for themselves
5. To inform you if it becomes apparent that your child will not be able to access the GCSE curriculum in Key Stage 4 and support you in any transition to a different school.

YOUR COMMITMENT TO US.

1. To support the vision and ethos of the school and to support your child's decision to become a Christian should they decide to do so after exploring the Christian faith for themselves.
2. To attend Hope House Church for the 'School Celebration Sunday' meeting.
3. To support the policies and procedures of the school outlined in the School Handbook.
4. To be involved practically in the cleaning and maintenance of the premises as the opportunities arise
5. To ensure that holidays are not arranged during school time. The school will permit a maximum of five days only in *exceptional* circumstances up to Year 9. Any holidays taken above five days will be noted as unauthorised absence and a fine of £10 per day will be imposed. Any holidays taken in Years 10 and 11 will be noted as unauthorised and a fine of £10 a day imposed.
6. To ensure that fees are paid by the 15th of each month from September to August inclusive for Reception to Year 10 or September to June for Year 11.
7. To ensure that pupils attend the mandatory annual residential school trips.
8. To ensure that a full six term weeks written notice is given if pupils are to be withdrawn from the school. If notice is not given a financial penalty will be imposed.

This agreement is regularly reviewed in line with Government legislation and Governing Body decisions. Any future revision will be issued to parents/carers and will be binding on this signature.

'The Home-School Partnership.'

We have carefully read and understand the 'Home School Partnership Agreement' and are happy with its terms. We look forward to working in partnership with Hope House School.

Signature/s of parent(s) / carer(s)

1. _____ (please print name) _____

2. _____ (please print name) _____

Date: _____

Signatures on behalf of the School Governors.

1. _____ (please print name) _____

2. _____ (please print name) _____

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