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# MAGDALEN COLLEGE SCHOOL

## ADMISSIONS POLICY

Statutory Policy – annual review

### GOVERNORS' EDUCATION & WELFARE COMMITTEE

Date next due for review by committee	Reviewed by committee	Any Changes YES/NO	Approved by Full Governors/Committee
	6 May 2008	Yes	8 July 2008
May 2009	2 June 2009	Yes	7 July 2009
June 2010	15 June 2010	No	n/a
June 2011	June 2011	No	n/a
June 2012	6 Nov 2012	Yes	n/a as only date changed to current year
June 2013	18 June 2013	Yes	n/a as only 2 minor amendments
June 2014	20 May 2014	Yes	1 July 2014
June 2015	19 May 2015	Yes	n/a as only minor amendments
June 2016	17 May 2016	Yes (Silverstone added)	n/a as only minor update
June 2017	16 May 2017	Yes	4 July 2017
June 2018			

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# MAGDALEN COLLEGE SCHOOL

## Admissions Policy

### Years 7 - 11

The school follows the Local Authority (LA) guidelines for admission to secondary school in that our first priority is to serve children in our area. There are close links between Magdalen College School and the primary schools in the area, namely:

Brackley C.E. Junior School	Helmdon Primary School
Bracken Leas Primary School	Newbottle and Charlton C.E. Primary School
Southfield Primary School, Brackley	Syresham C.E. Primary School
Croughton All Saints C.E. Primary School	

The school's catchment area includes the following villages and hamlets: Astwell, Aynho, Charlton, Croughton, Crowfield, Evenley, Falcutt, Halse, Helmdon, Hinton-in-the-Hedges, Radstone, Silverstone, Steane, Syresham and Whitfield.

The school has an admission limit of 240 places.

Students with a statement of Special Education Needs which names the school as appropriate provision are automatically allocated places.

When there are more applications for places than there are places available, priority will be given in the following order:

- I. Children in public care (looked after children) or previously in public care;
- II. Students who live in the linked area associated with the school i.e. Astwell, Aynho, Brackley, Charlton, Croughton, Crowfield, Evenley, Falcutt, Halse, Helmdon, Hinton-in-the-Hedges, Newbottle, Radstone, Silverstone, Steane, Syresham and Whitfield;
- III. Students who will have an older brother or sister continuing at Magdalen College School at the time of admission of the younger child;
- IV. Students attending the designated contributory primary school (i.e. Bracklen Leas, Brackley Junior, Croughton All Saints, Helmdon, Newbottle and Charlton, Southfield Primary, Syresham) and continuing in attendance until the final offer of places is made;
- V. Other students.

If the admission number is exceeded within criterion (ii) priority will be given to those who live furthest from the nearest alternative school. If the admission number is exceeded within any other criterion priority will be given to those who live closest to the school, using Northamptonshire County Council's Geographical Information System (GIS).

## **Transfer at age 11**

The school holds an Open Evening for parents and Year 6 students in the autumn half term each year. Subsequently, parents may request to visit the school during an open morning.

The Headteacher and other staff for both phases meet regularly to plan arrangements for transfer and to make sure there is as much continuity of education as possible between the primary and secondary phases.

Every attempt is made to ensure that students joining the school in September are made welcome and introduced gradually to the school.

- a) The Headteacher and Leader of Learning for Year 7 meet parents collectively at Magdalen in the year before the students come to the school.
- b) The Leader of Learning for Year 7 and Pastoral Support Assistant for Year 7 meet most new students in their primary schools in the Summer Term before entry.
- c) All new entry students take part in Magdalen College School's induction programme in July when they spend 5 days in school. Students meet their Form Tutors and spend time in tutor groups experiencing 'taster' lessons in some of the subjects which will be on their timetable in the following September.
- d) In the week of the induction programme, parents are invited to an introductory evening at Magdalen where they are able to meet Form Tutors. This gives them the opportunity to ask questions and give us any information they feel the school should know about their children.
- e) A staggered start to the first day in the September term enables new students to familiarise themselves with the buildings with no other students present on the Waynflete site for the first part of the day.
- f) Parents' wishes may be taken into account when placing students into tutor groups, but creating effective and balanced learning groups is the main priority.

## **Arrangements for mid-term admissions years 7 - 11**

Parents wishing to transfer their child mid-term should in the first instance contact Northamptonshire County Council Schools Admissions.

The circumstances of each student will be considered individually, but generally a place will be offered if one exists within the relevant year group.

If a place is allocated, the following procedures are undertaken before the student begins to attend school:

- Parent completes the application form.
- A visit to the school is undertaken and family meet pastoral staff.

- Student information and achievement data is obtained from previous school through standard pro-forma or by telephone.
- Student completes English, Maths & Science tests at Magdalen College School, and has an 'Options' interview if the student is to join Year 9, 10 or 11.
- A tutor group is allocated.
- A timetable is in place including any necessary support.

We aim to complete this process in 2 weeks from the receipt of appropriate forms.

### **Admissions policy 16-19**

Magdalen College School has an "open access" policy with regard to sixth form entry. Admission is not constrained by the catchment restrictions applied to entry to Years 7-11.

- a) Students considering applying to the school at normal transfer time should contact the Leader of Learning for Years 12 and 13.
- b) The School holds a Subject Open Evening for all prospective 16-19 students and their parents/carers in November each year.
- c) All prospective sixth form students attend an Induction Day in July to become acquainted with their new working environment and routine in the company of their peers.
- d) Great care is taken to place new students in tutor groups with other students they already know.

### **Arrangements for mid-term admissions or for entry into year 13 from year 12 in another school**

- Prospective students should contact the Leader of Learning for Years 12 and 13.
- An appointment will be made to meet the Leader of Learning for Years 12 and 13 and to tour the school.
- Student achievement data and options choices are used to determine if a place is viable, and if so which is the most appropriate Pathway for the student to follow, and within this the individual subjects.
- The Examination Boards of the Advanced subjects being studied by the student in their current school are also carefully considered in the choice of subjects.