

Admissions and appeals

Admissions to Fitzharrys are arranged in accordance with the Oxfordshire County Council Education Service guidance. Details can be found on the can be found on the OCC intranet <https://www.oxfordshire.gov.uk/cms/content/school-admission-rules-2018-19>.

Most pupils start at Fitzharrys in Year 7, because their parents state that preference in the November of Year 6 on the reply card which accompanies their copy of the above booklet.

Our standard number of places available in Year 7 each year is 180.

If Fitzharrys were to be oversubscribed, places would be offered according to the following admissions criteria, in descending order of priority:

- a. Children living in the normal catchment area
- b. Brothers/sisters of children already attending
- c. Children who live closest to the school

Parents can appeal to the County if they are not allocated a place. An Appeals Panel will hear their case and decide.

Children who are admitted at times other than at primary transfer follow this procedure:

1. Any parent who wishes to apply for a place at Fitzharrys during the school year will make an appointment to see the Assistant Headteacher (pastoral). This appointment will be made through the Admissions and Attendance Coordinator who will inform the Assistant Headteacher.
2. The Assistant Headteacher (pastoral) will meet with the parents/guardians of the students and collect appropriate information (on sheet). Transfer documentation will be given and a deadline issued for its' return (within 2 days). They will then be given a tour of the school which will end with a meeting with the student receptionists.
3. There will be a minimum period of 5 working days before any new student will be admitted to the school. During this period, the Admissions and Attendance Coordinator will ensure that as much transfer information as possible is received from the previous school.
4. The Admissions and Attendance Coordinator will meet with the HOY and draw up a draft timetable for the new student. This will then be issued to HODs for their comments. The HOY will also identify a buddy that will support the new student in their first week. The HOY or SWM will meet the new student on their first morning at reception and issue them with their welcome pack. The Admissions and Attendance Coordinator will also inform the network manager and the library of the new student.
5. The HOY will also meet with the new student in their second week and ensure that the student's form tutor makes contact with the new student's parents after 2 weeks and update them on how they have settled in.

The transfer of E.B.D. students from Schools in South Oxfordshire follows a separate procedure, agreed via the In Year Fair Access Panel for the South.

Off-roll procedures

Year 11 students: there is one leaving date, at present the last Friday of June. All equipment and books must be returned, usually to the learning resource centre. Ball tickets are only available to students who have done this. This is co-ordinated by the Head of Upper School.

Students leaving at other times:

1. A letter should be received (or requested) by the Form Tutor or Head of Year.
2. The Admissions and Attendance Coordinator will liaise with the new school and forward to the receiving school all necessary information. The student's school file should follow as soon as possible.
3. If the Head of Year is dissatisfied with the information received about transfer, or if no letter from parents has been received or the leaver's form is incomplete, then the matter is referred to the Assistant head teacher (pastoral) and ESW.
4. When the student leaves, the Admissions and Attendance Coordinator records date of leaving and reason for leaving in the MIS
5. When the arrival of the child at his/her new school is confirmed (e.g. by request for records), the Admissions and Attendance Coordinator completes the destination field on the child's MIS record.
6. If there has been no contact from the receiving school within three weeks, the Head of Year must initiate contact with the school, and then refer the matter to the Assistant Headteacher.
7. A full copy of the agreed Oxfordshire procedures is available from the Assistant Headteacher.

For more information see Mr Williams