



EARLSTON HIGH SCHOOL ADMISSION POLICY

There are three types of admission to Earlston High School:

- a) progression directly from primary school
- b) Casual enrolment
- c) Adult learner

Progression directly from Primary School

This follows an agreed set of procedures involving primary and secondary schools. Parents of a child who is to transfer from primary education to secondary education in August will receive from their primary Headteacher the name of the relevant secondary school. The school will also arrange a transition programme to assist pupils through the transfer from primary to secondary education.

The school serves a largely rural catchment area taking pupils from the following primary schools:

Earlston	Lauder	Melrose	Channelkirk
Newtown	St Boswells	Gordon	Westruther

However, a large number of pupils also choose to attend our school from outwith the catchment area. This is done by applying to Scottish Borders Council for a placing request.

Casual Enrolment ie pupils moving in to the area

The following procedure is followed for casual enrolments:

- The pupil & parent meet with the relevant member of our Senior Management Team (ie Mrs McDonald for S1/S2, Mr Clarke for S3/S4 and Miss Strong for S5/S6) for a general chat and a tour of the school to get a general feeling for the school.
- If necessary subject choices are discussed with office staff confirming spaces in classes
- A Guidance Teacher and register class are allocated
- The Guidance Teacher should then contact the previous school for information on the pupil
- Office staff contact the previous school for records to be sent (including electronic record if possible) and input in other information taken from the admission form. Bus passes arranged if necessary.
- On the day of admission the Guidance Teacher meets with the pupil and shows the pupil to their register class and asks for helpers to show the new student to appropriate classes throughout the day.

PLACING REQUESTS FOR SECONDARY SCHOOLS

Scottish Borders Council has a duty to accept placing requests from parents to facilitate parental choice where and when this is possible. All requests received before 15th March will be dealt with on the basis of the priority order detailed below. Requests received after 15 March will be dealt with in order of receipt.

When a placing request is made, parents are encouraged to register pupils with their catchment area school. This is to ensure that should a placing request have to be refused the child will have an allocated place at their catchment area school. If a parent does not do this it is possible that a place at their catchment school will not be available.

The process of making a placing request is simple and straightforward:

- The pupil & parent meet with the relevant member of our Senior Management Team (ie Mrs McDonald for S1/S2, Mr Clarke for S3/S4 and Miss Strong for S5/S6) for a general chat and a tour of the school to get a general feeling for the school
- Parents are recommended to visit their catchment area school also
- A placing request form is given to parents for them to complete and return to the school
- On receipt of the placing request form we contact the previous primary/secondary school to check if the pupil has any special needs that might have a bearing on a free choice of school
- Once the previous school has responded placing request forms are sent to Council HQ
- The school office inform parents when the placing request form has been sent to Council HQ and if a place is granted it is on condition the parents are responsible for transporting the pupil to and from school.
- Decision on placing requests are made in the April preceding the admission date.

As a school will try to make any admission as straightforward and simple as possible.