



IMEDIA SCHOOL ADMISSIONS POLICY

This document sets out the admission arrangements for iMedia School. The School is a secondary school, and will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2014 ("the Admissions Code"), the School Admission Appeals Code of Practice 2012 ("the Appeals Code") and the law on admissions.

iMedia School (IMS) maintains several registers for its students, the records held contain the following:

Students' Information

- Student's full name;
- Student's gender;
- Student's date of birth;
- Date the student was admitted to the school;
- Name of the school the student last attended; and
- Applicable, any special or medical needs
- Name and address of every parent/carer of the student that is known to the school;
- Emergency contact details of the parents/carers

Maintaining registers

IMS student register is rigorously maintained, kept up to date and stored securely. We encourage all parents/carers to keep us informed of all changes.

We ask all commissioners to provide the following information for each student:

- Students, full name, DOB, full address, gender
- Parent consent and contact details
- Medical Needs
- Social, Emotional or Behaviour Needs
- School or referral agency contact details
- Predicated grade (if applicable)
- Unique Learner Number (ULN)
- Free School Meals eligibility
- Risk assessment (if applicable)
- Statement of Educational Need (if applicable)

Potential new students need to provide:

- Full name, DOB, full address, gender and contact details
- Emergency contact details and relationship
- Ethnicity
- Disability support requirements
- Advisor or keyworker details (if applicable)
- Subject area and general interests.

Student criteria:

- Looked After Children
- Newly arrived to Birmingham
- Siblings of existing students who will be attending the school at the time of admission
- Non-siblings
- Ex- offenders, at risk and NEET young people
- Any other applicant

School Day and School Year

IMS student hours are 9.30am to 2.30pm, there is a 15 minutes break in the morning and 25 minutes lunch time.

IMS operates term dates that are set and maintained in line with the local authority.

Anticipated First Day of Attendance

IMS operates staggered intake days and the anticipated first day of attendance is the first day of the school year. On the anticipated first day of attendance, students will be listed in both admissions and the attendance registers from that day.

If students do not attend on the agreed start date, IMS will follow up the absence, establish the reason and mark it in the normal way to ensure the students place is kept and so that any safeguarding and missing from education concerns are met.

IMS Parent Information Pack and Code of Conduct will be issued to students on their first day for them and their parent/carer to sign and IMS Admission Policy 2015 return within 1 week of receipt. Failure to return the signed pack will initiate a telephone call to home and/or a parent/student/ IMS meeting.

School Uniform (September 2016 onwards)

The students should come to school clean and appropriately dressed. No provocative clothing should be worn. no offensive language/pictures, no low-cut, revealing tops, no legging, jegging or tracksuits, and trousers need to be worn at the waist. No jewellery except one small stud earring in each ear, not hoops, no drop earrings, no large decorated studs or expanders, facial piercings are also not allowed. Footwear can be shoes, trainers, boots or sandals (with toes covered) in any colour, but with a flat heel.

Students who fail to abide by the dress code rules will be reminded of the required uniform, if the student still fails to cooperate, they will be sent home.

Free School Meals

IMS will use the information provided by commissioners as to whether a student is eligible for free school meals. IMS will issue £2.50 per day to those students eligible for free meals.