



Hummingbird Learning Lab ADMISSIONS POLICY

The purpose of this document is to ensure that children are able to join Hummingbird Learning Lab, HLL, in a most positive manner. This process will be refined through feedback from parents and others involved.

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INTRODUCTION

This policy intends to provide clarity over the way that families - parents/legal guardians and young people join the HLL. We recognise that there are particular challenges to starting a new school and that this policy is foundational for our success. It is underpinned by integrity and doing the right thing rather than trying to sell places.

PEOPLE RESPONSIBLE FOR IMPLEMENTING THIS POLICY

The Admissions Team takes a shared responsibility for ensuring that parents/ legal guardians and young people arrive smoothly into our community and get off to a great start. The Admissions Team is responsible for the development of the process outlined below. It is made up of a governor, a school leader, a person linked to additional needs and a person involved in the admissions process. Whilst we are very small this will include at least three people to meet the four functions identified above.

Currently the admissions team is Dave Strudwick as Headteacher, Nicki Lorenzini as Wellbeing Lead and Jem Robertson regarding Finance and Administration.

PROCESS OUTLINE

1. Parents and young people attend an information event or open day. Once the school is open, if they are in the country, they also visit the school in session so that they can get a feel for the place through a taster session or day.
2. Families meet with the Headteacher at least once, so they can have a clearer view of the HLL and make an informed decision.
3. The young person will attend a taster day so that the family and HLL are both making an informed decision about moving forward together.
4. Where appropriate the HLL may request further information around additional needs so as to ensure that they can meet the child's needs. It is the parent's responsibility to inform the school of any additional needs. Failure to disclose important information can result in the removal of a place and, more importantly, the child having a difficult time at the HLL.
5. The young person will write a letter or create a small video saying why they would like to join HLL.
6. In the eventuality that a school place is offered the parent has 7 days to respond to that offer.
7. The school gathers data for its records - see next section.
8. Once this data is gathered the offer is confirmed and the start date agreed. The start can be graduated and start with a single day building to attending full-time.

Please note that on leaving the school, at a not typical transition point (unlike leaving primary to go to secondary school) the HLL will notify the Local Authority.

DATA GATHERING

The HLL, once a place is offered, will gather information about the child prior to them starting. This includes:

1. Address, Age and wider standard information.
2. Health and allergy needs to support our awareness and to ensure that your child is safe.
3. Two emergency contact details are shared
4. Learning needs and two prior school reports if in school and pieces of work if not.
5. An additional needs plan is developed, if required, in relation to the above so that we ensure as good a start as possible.

As with other information HLL ensures that this information is kept confidential and safe in line with our data protection policy.

CROSSFIELDS INSTITUTE

Our policy aligns with the CFI for students taking crossfield's qualifications ensuring important principles such as accuracy and equity.

COMPLAINTS AND APPEALS

Complaints are managed in line with our wider complaints process. We strive to listen carefully and learn from each complaint to inform and improve both processes and communication.

If a place is not offered a parent is able to make a case as to why HLL may have made a mistake. This will be carefully considered and responded to by the school but there is no formal appeals process beyond the decision that is finally made.

POLICY REVIEW

This policy will be reviewed yearly but can be adapted prior to the review if the HLL identifies a change based on needs. The Admissions Team and Governor with the portfolio for Community and Partnerships has the delegated powers to make such changes without the need for a full governing body meeting.