

Rutlish School



Admission Procedure

Committee ownership for this policy: F&P, Curr, Incl, Prem, RR6, FGB	Inclusion
Must be approved by FGB: Y / N	N
Required by:	School
Frequency of review:	Annually
Date last reviewed:	Autumn 2025
Date of next review:	Autumn 2026
Display on website: Y / N	N
Responsible	Headteacher
This procedure will be subject to ongoing review and may be amended prior to the scheduled date of next review in order to reflect changes in legislation, where appropriate.	

Admissions Procedure

Rutlish School has adopted the London Borough of Merton Admissions Policy and Admission Arrangements in line with the Admissions Code of Conduct September 2021. Please use these links to find all Merton community and voluntary controlled schools determined admissions arrangements and admissions information.

Admissions www.merton.gov.uk/education-and-learning/schools/admissions/secondary

Admissions arrangements [School admissions arrangements and supplementary forms : 2026/27 | Merton Council](#), please read the [Merton Community and Voluntary Controlled School information](#)

For sixth form admissions please go to the RR6 website to find the entry criteria and admission arrangements. These are completed with RR6 and not the Local Authority: [Rutlish School - RR6 Admissions](#).

Details of the RR6 Admissions Policy are available on the Merton website, please read the [Merton Community and Voluntary Controlled School information Annex 1](#).

In-Year Admissions

To apply for an in-year school admission to Rutlish School you should apply through [Merton admissions](#) and follow the London Borough of Merton Admissions Policy.

On receipt of an application from the Local Authority, the school will arrange for information to be received from the student's previous school (if known). This information will include attendance, behaviour records and any other relevant information.

If the school is full, we will not be able to offer you a place immediately. We encourage you to consider schools with possible vacancies if you would like to ensure your child can access a school place quickly. Secondary school applications often take longer due to the need to consider the impact on timetables and option groups.

On receipt of the information, the school office will notify the relevant Head of Year and Deputy Head of Year (HoY and DHoY) to arrange a meeting with the student and parent/carer as soon as is practicable. If applicable the HoY will share information received and notify SEN/Inclusion/EAL.

Please note:

- If the student has an identified SEN, the school SENCO or their representative must attend the meeting.
- If the student has an identified English as an additional language (EAL) in the pupil information form (PIF), the EAL Co-ordinator must attend the meeting to assess the Stage of Learning. Level of EAL will be highlighted on the PIF we receive.
- The HoY will inform the SENCO or EAL co-ordinator after the meeting if they have concerns over a student needing further support.
- If the student is a Looked After Child (LAC) the arrangements set out LAC Admissions Procedure will apply. See Appendix 1.
- If the student's needs or situation are more complex the designated teacher and/or member of the Senior Leadership Team, will be involved in the meeting.
- For any considerations of Dual Registration, we will ask a member of staff from the students current/ previous school to be in attendance.

At the meeting the HoY / DHoY will discuss the following and record on the relevant forms:

- Any relevant reasons for the change of school.
- The academic information received (if applicable) and any concerns with learning.
- Any issues raised in the information received from the previous school (peer group relationships, exclusions, subject specialisms).
- Preferred GCSE/BTEC options for KS4. The options booklet will be shared with student and parent/carer.
- The expectations of the school including tutor groups, bands and sets, KS4 curriculum (if applicable), attendance, behaviour and rewards procedures.
- Expectations of parents in our home/school agreement.
- Ensure that forms are completed correctly, including a minimum of two emergency contact numbers for the student and an email address for the parents/carer.

- If issues are identified at the meeting the HoY / DHoY may request a second meeting, for example if previously undisclosed SEN becomes apparent in the meeting.

We will endeavour to accommodate all requests however:

- The HoY will allocate a tutor group depending on vacancies within the year.
- The school may not be able to accommodate requests for a specific language. Languages are allocated to specific classes in each band, therefore the language will be dependent on the tutor group the student is allocated to.
- KS4 admissions will choose GCSE option subjects. These will be agreed based on prior learning and vacancies within subjects.

Once the admission has been agreed, the parent/carer will be informed that the student will start school once all the necessary additional documentation has been received.

Following the meeting, and where possible on the same day, the Head of Year will advise the school office of all relevant information e.g. tutor group, academic ability, character reference, options and sets.

The school office will:

- Collate information from HoY and produce a timetable.
- Arrange a start date and time and notify the parent/carer.
- Arrange for uniform to be purchased.

The school aims for the admission date to be within 5 school days of the meeting.

No student may start in school without being officially enrolled to the school register.

A student's start date will link into the availability of the HoY / DHoY so that the student is greeted in an appropriate manner and will usually be introduced to a 'buddy' from the same tutor group.

The HoY and pastoral team will monitor all new admissions and complete a review at the end of 6 weeks.

All decisions to admit a student will be confirmed by the Headteacher.

LOOKED AFTER CHILD (LAC) ADMISSIONS PROCEDURES

Guidance from Merton admissions states that: "Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted, subject to a residence order or special guardianship Immediately after being looked after."

Before an admissions meeting takes place, the relevant HoY will ensure that they have all the necessary information including the Admissions Form, previous school records (if available) and relevant reports/personal education plan (PEP) from Social Services. They will liaise with the Head of Inclusion.

1. If required, and in line with our standard admissions procedure:
 - If the student has an identified SEN, the school SENCO or their representative must attend the meeting.
 - If the student has an identified EAL in the PIF, the EAL Co-ordinator must attend the meeting to assess the Stage of Learning. Level of EAL will be highlighted on the PIF we receive.
2. In addition to the HoY, the Head of Inclusion or a member of the inclusion team should be present in the meeting.
3. The student's carer needs to be present and where possible the social worker.
4. On admission to Rutlish School, in addition to the standard admissions procedure, LAC will go through an induction procedure which will include being introduced by the HoY to their form tutor and the inclusion department.
5. On being admitted to the school a Looked After Child has the right to be supported by:

- A buddy or student mentor to show the student around.
- A one to one meeting with a member of the inclusion team.
- Assignment to a Learning Mentor/Youth Worker.
- In KS4, a referral to the Careers Advisor Representative.

In addition:

- The Head of Inclusion will make contact with the LAC's Social Worker, if they are not present at the admissions meeting.
- If PEP is not already in place the Head of Inclusion will arrange for this to be done as soon as it is practical.
- The HoY and Head of Inclusion will monitor all Looked After Children at half termly intervals and review the PEP every six months or sooner if appropriate.