



Ercall Wood Technology College Admissions Policy

Ercall Wood Technology College is a popular and successful Foundation School, which attracts students from a wide geographical area.

The Admission Authority for the School is its Governing Body. Parents who are interested in seeking a place for their child(ren) at the School should contact the School's Admission Officer in the first instance. The Admission Officer can provide a School prospectus also available on the school website www.ercall-online.co.uk and explain the arrangements for parents and prospective pupils to visit the School, before making a decision as to whether or not to apply for a place.

Co-ordinated Admission Arrangement for Secondary School

The School complies with the relevant legislation, which requires all Local Authorities (LAs) to co-ordinate admission arrangements in their areas. Co-ordinated admission schemes provide a way for ensuring that every parent living in the Local Authority (LA) receives an offer of one, and only one, School place on the same day.

Foundation Schools, such as Ercall Wood Technology College, act as their own admission authority, applying their own admission criteria. At the moment we are applying exactly the same admissions policy as the Local Authority (LA) as detailed below. However, parents will have to complete only one application form and will receive their offer from the LA in whose area they are catchment to.

Admission Information

Admission Numbers

The published admission number for this School is 180 pupils per year in Years 7 – 11. Published admission numbers are established for each School in order to decide whether any age group within a School is full.

Admission and Age Groups

Applications for admission, and any appeals, are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances.

Admissions of pupils residing outside the boundaries of Telford & Wrekin

Pupils residing outside the boundary of Telford & Wrekin are offered places on the same basis as Telford & Wrekin pupils. However, applications on their behalf for a place at this School must be made using an application form from their home LA which will make necessary arrangements with Telford & Wrekin LA.

Applicants not resident in England, applying for a place must apply on Telford & Wrekin's Common application Form contact the Admission and Transfers Team, Admissions Team, Civic Offices, P.O. Box 440, Telford, TF3 4WF, Tel-01952 380901

Allocating Places

In considering applications for places at Ercall Wood where the number of preferences received exceeds the number of places available (i.e. the published admission number) preferences will be considered in accordance with our published oversubscription criteria. Our criterion is currently the same as that of the Local Authority.

Oversubscription Criteria

In the event of oversubscription, places will be allocated using the following priority order:

1. 'Those children who are in public care looked after by Telford & Wrekin or any other local authority; and then
2. Children who live in the school's defined attendance area.

If places are unavailable for all these local children, then places will be given first to:

- a) Those children who have exception health reasons where there is written medical evidence that admission to the school is essential for their medical well-being: and then
 - b) Those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school: and then
 - c) Other children living in the school's defined attendance area.
3. Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in the priority order a) to c) as detailed above.

Further information can be obtained from the Telford & Wrekin Secondary Education Information Booklet.

Admission Appeals

Parents whose children are not offered a place here have a right of appeal to the Schools Appeal Panel. Appeals must be submitted in writing, but parents have the right to present their cases to the panel in person. The panel will allow you to be accompanied by a friend or to be represented, although government advice is that legal representation should not normally be necessary. We will make the necessary administrative arrangements for

hearing appeals. The decisions of Schools Appeal Panels are binding on the School Governing Body.

Late Applications

Late applications for places will be considered after all applications received on time (unless there are very exceptional reasons for a late application which must be explained at the time of the application).

Repeat Applications

Repeat applications will not be considered within the same school year, unless the parents' or the Schools circumstances have changed significantly since the original application was made.

Transfer between Schools ('In Year Admissions')

Governors are prepared to consider requests for transfers between Schools other than at normal admission times and parents seeking transfer should approach the Telford & Wrekin LA Admission Officer to find out if there are any places in the appropriate school year and obtain the relevant form. Parents are advised that if their child is experiencing difficulties in his / her current School, they should, as a first step, discuss their child's progress and problems with his / her Headteacher rather than seek a place elsewhere.

Waiting Lists

Pupils whose applications are unsuccessful will be placed on a waiting list for one month after the start of the academic year. Thereafter interested parents must reconfirm their interest.

The waiting list will not be held on a 'first come, first served' basis. New applications will be added to the waiting list in criteria order and, should places become available, these will be offered in line with the over-subscription criteria outlined previously.

Appeals Panels

Appeals Panels have either three or five members. There are strict rules on who may and may not be a member of an Admission Appeals Panel to make sure that the panel is independent and impartial. A Clerk to the Panel also attends the hearing, to see that the appeal is heard properly and to provide legal advice to the Panel. An administrator also attends to take notes.

Appeals Hearings

Appeals Panel hearings are informal and are held locally, so far as possible. The representative from the School will explain why it was not possible to meet your request for a place at Ercall Wood Technology College. You can ask the Panel questions if you wish. You will then have an opportunity to present your case and answer any questions about it from the Panel and the Ercall Wood Technology College representative. No other parent will be present when you present your case. You do not have to attend although many parents choose to do so. Appeals can be considered on the basis of the written information you have provided. The Panel will allow you to be accompanied by a friend or representative. If you are unable to attend the

Appeal then it is important that you send in the fullest possible information about your reasons for wanting a place at the School in question.

Power of Appeal Panels

Panels can uphold all appeals and instruct the School to allocate a place for your child. They can uphold some of the appeals and reject others and they can also reject all appeals.

Once all appeals have been heard Panels must first decide whether further admissions to Ercall Wood Technology College 'will prejudice efficient education or the efficient use of resources'. Prejudice cannot normally be proved until the year group your child would enter is full. This means that the year group has not only reached its admission limit but cannot accept any more pupils in that year group without prejudicing the provision of efficient education at the School or the efficient use of resources. The School will provide a statement giving reasons why it considers that to accept further pupils would cause prejudice to the school.

If the Panel considers that the School can admit all the pupils whose parents have appealed without causing prejudice your appeal will automatically be upheld. The Panel may decide that places can be allocated to some of the appellants before the point is reached when further admissions will cause prejudice. The Panel will decide how many more places can be offered. Any such places will be allocated by the Panel.

If the School's case that further admissions will cause prejudice is accepted by the Panel (either as presented or after some further places have been allocated) the Panel will then proceed to the second stage.

This requires Panel members to balance your arguments in support of your child's admission against the extent of the prejudice to efficient education and the efficient use of resources which would be caused by the admission of further pupils. *If the Panel believes that your child's circumstances outweigh the extent of the prejudice to the School your appeal will be upheld, otherwise your child will be rejected.*

Timescales

Appeals for Secondary Transfer into Year 7 are held normally between April and July each year, if the form is returned within the published time scales. Other Appeals are normally heard within 30 School days (excluding School holidays) from the date the completed appeal form is received by the School's Admission Officer. You will be given the date and time of your appeal hearing two weeks in advance. You will normally be notified of the Panel's decision in writing no later than 7 working days of the hearing being completed.

DECISIONS OF APPEALS PANELS ARE FINAL AND BINDING ON BOTH ERCALL WOOD TECHNOLOGY COLLEGE AND PARENTS. The only Further rights open to you if your appeal is not upheld is to complain to the local government ombudsman if you consider there has been maladministration in the way your appeal was handled or to seek judicial review of the decision through the courts.

Repeat Appeals

If you are not successful you may apply for another appeal, but your application will not be considered within the same school year unless your own or the School's circumstances have changed significantly and materially since your first appeal (e.g. change of address).

Making your Appeal

You must make your appeal in writing to the school using an official appeal form (supplied by the school). You must state the grounds on which your appeal is based. You should consider when preparing your appeal whether to include copies of any supporting documentation.

All supporting documentation must be provided at least 7 days before the appeal. If you submit additional information during the appeal, the presenting officer may seek an adjournment from the panel. In certain instances this might require the hearing continuing on another day.

The School will acknowledge receipt of your form as soon as possible and will make the necessary arrangements. A copy of your appeal documentation will also be provided to the presenting officer, who, together with the school, will prepare a written response to your appeal, which will be sent to you no later than 7 days before the hearing.

Other sources of help

Parents can seek advice from the Advisory Centre for Education (ACE) in London which is a voluntary body providing helpline advice service to parents on educational matters. The telephone helpline number is 0808 800 5793 and they also have a website www.ace-ed.org.uk

General information regarding appeals can be obtained from the Admissions & Transfers Team, who will also assist if your appeal is unsuccessful. Their helpline number is 0845 1110 304

The legal services at Civic Offices currently arranges all appeal hearings and their contact number is 01952 380901.

The Department for Children, Schools and Families (DCSF) has a web site that provides a range of information for parents. www.dfes.gov.uk

CHARGING AND REMISSIONS POLICY

1. Instrumental Music Tuition

Additional fees are only charged for instrumental music lessons, which are taught by specialist instrument teachers. As in other aspects of the school's work parents who face financial hardship may apply (in confidence) for support. It is the school's policy that no child should be barred from these activities on financial grounds.

2. Visits & Other Voluntary Activities

Charges are levied for voluntary visits and other activities that are additional to the teaching programme. As in all other aspects of the school's work, families facing hardship can request support.

3. Visits as Part of the Curriculum

Activities, which may be integral to the teaching programme, are available to all students. Parents may be asked for a voluntary contribution, but no child will be prevented from taking part on financial grounds.

4. School Uniform

Financial support is provided with certain items of school uniform. Parent's facing problems in providing items of uniform can seek financial support (in confidence) from the School Business Manager. The school attaches importance to the wearing of uniform believing it is an important element in the pattern of education at Ercall Wood. As a result it has negotiated an arrangement with a major supplier to provide key items (blazers, for example) at virtually cost price. In addition good quality second hand items are often available for a moderate charge. Parents facing problems are advised to contact the school for both advice and assistance.

5. General Policy Statement

It is the policy of Ercall Wood Technology College to support families when financial hardship may preclude a child from attending a school visit or taking part in a school activity. In such circumstances families are asked to contact the Headteacher. Each approach will be dealt with confidentially.

PARENTAL CONSULTATION

Ercall Wood Technology College aims to foster good relationships with all parents. A variety of parent/carer consultation events are a regular part of the college year. They include:

- An introductory evening for all parents of students due to transfer from primary to secondary school,
- A Parents' Evening for every year group throughout the year,
- An Annual Pastoral Review for each year group to enable parents to meet and discuss students' development and progress throughout the year,
- Presentation Evenings for each Year group to reward the wide range of student achievements,
- An Open Week to provide parents with the opportunity to see examples of students' work,
- Open Evenings for parents who wish to gain a greater understanding of the work undertaken by students in particular subjects,
- An Options Evening for parents whose children are about to choose their GCSE courses.

In addition, parents are welcome to contact the Head, Deputy Head or Pupil Progress Manager at any time in order to discuss their child's progress.

Parents and members of the public have the right of access to any of the following documents:

- The LA statement of Curriculum policy which the College Governors support,
- Any statutory instruments sent to the college by the Department for Education and Skills, alternatively, these are available from the DCFS at Elizabeth House, York Road, London, SE1 7PH,
- Any published OFSTED reports that refer directly to the college,
- Any schemes of work used by the teachers in the College,
- Any syllabus followed,
- A full copy of the arrangements for the consideration of complaints about the College curriculum made by the College governors and approved by the Secretary of State under Section 23 of the Education Reform Act,
- The College prospectus,

Please contact the main College office for further information on any of the above items.

STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

Ercall Wood is committed to the integration and education of students with a variety of special educational needs.

The College has provision for children with specific learning difficulties, notably dyslexia.

A number of students with statements describing other learning difficulties are also provided for. These include children with moderate learning difficulties, children with visual impairment, hearing impairment, Autistic Spectrum Disorder and Attention Deficit Disorder. In total the College is staffed for 48 students with statements of educational needs, (with minor variations year by year).

The staffing for the extra tuition and support for statemented children are financed by the Local Authority. In addition, the College provides further funding to meet the needs of students with special needs but without statements. All learning support staff have appropriate qualifications.

The College acknowledges that many children without the necessity of statements also have learning difficulties and need appropriate help. This may range from a student requiring a small amount of tuition for a spelling or handwriting problem to a student needing regular intensive help in a small group, or by the College providing an extra teacher or a teaching assistant to work alongside the subject specialist. The College has 13 special needs teaching assistants employed to assist students with special education needs.

Ercall Wood Technology College believes that in order to achieve success, all students with special educational needs require time, specific forms of support, carefully structured teaching programmes and in some cases the use of alternative means of communication. The majority of students require work to be suitably presented and differentiated to match their need. The most

common factor is for access to the curriculum to be facilitated by whatever means necessary to ensure that success is achieved.

Much of the College's success with students with special educational needs is due to close co-operation between parents and teachers. A member of the Learning Support Department is always available to discuss any aspect of a student's education.

Ercall Wood Technology College is the only mainstream state school to be given membership of CReSTeD (Council for the Registration of Schools Teaching Dyslexic Pupils).

A copy of the College's special educational needs policy is available on request.

ACCESSIBILITY FOR PUPILS WITH DISABILITIES

Ercall Wood has successfully integrated many children with a variety of special educational needs over a long period of time. This has included visually impaired children using Braille, children with severe hearing impairment, and children with a whole range of difficulties. The school's willingness to integrate all children with disabilities is reflected in the high number of statemented children attending the College through parental choice. More detailed information can be obtained through our accessibility plan.

Improving access is a matter of planned improvements in addition to reasonable adjustments, all new builds have accessibility in line with current regulations, however with the constraints of our existing buildings there is limited opportunity to make the school fully accessible but should a need present itself we would investigate how that need could be fulfilled.

PASTORAL MANAGERS & HEADS OF YEAR

Ercall Wood is proud of its pastoral success. The Pastoral Managers and Heads of Year work closely with the Pupil Progress Manager to monitor student achievement and progress and be able to quickly identify any potential problems.

ABLE STUDENT POLICY

Ercall Wood Technology College is fully committed to equality of opportunity for all students. We believe that every student, whatever their ability, has the right to be challenged and encouraged to develop to his or her full potential.

We understand the phrase 'Gifted and Talented' (G & T) to refer to the top 5-10% of our pupils as measured through both actual and potential achievement. However, it is equally important that the school nurtures a student with a particular talent e.g. music or sport.

Ercall Wood uses a three part identification system to identify G & T students, this comprises: statistical data, teacher nominations and parental nominations. The G & T register is updated every year and parents are informed of inclusion on the G & T register as well as any subject areas that have provided a nomination.

Students are challenged routinely in lessons through extended activities and the provision of extension work that encourages higher order thinking skills. Students also have opportunities to display a talent within a subject through the options process e.g. Triple science, Fine Art. Additional provision is provided through the school's engagement with the Education Improvement Partnership. This provides over 40 enrichment activities such as PE activities at RAF Cosford, A* Maths booster sessions at Newport Girls High School, and encaustic tile making at Jackfield Tile Museum. G & T students are also encouraged to take part in a G & T peer project that allows Year 7 & 8 students to be mentored by year 9 & 10 students in extended learning projects during form time.

Ercall wood has consistently delivered excellent outcomes for its Gifted & Talented students; in 2007/08 the school achieved 16% of students with 3A*/A. A robust monitoring and mentoring system has been crucial in ensuring that all G & T students meet their full potential.

BEHAVIOUR POLICY

Ercall Wood has a very successful behaviour policy which is explained in a separate information sheet and is also available from the College. Each new student will receive a copy when they join the College. This policy includes a "*home/college contract*". This document sets out clearly the College, student and parent responsibilities in the provision of education at Ercall Wood Technology College.

RELIGIOUS EDUCATION

The college is not affiliated with a particular religious organisation. Religious Education is taught to all students as a separate subject. It is offered to all students as a GCSE subject. Any parents wishing to exercise their rights in legislation to their child's attendance at religious worship or instruction should contact the College.

SEX EDUCATION

The College follows the DCSF guidelines on sex education which is taught through discrete elements of the science curriculum and also within the Personal, Health and Social Education syllabus. This deals with both physiological aspects and the appropriate moral framework. The College's sex education policy is available, in College, to parents on request.

ATTENDANCE

Student attendance is extremely important. Students are expected to be punctual to College and to attend regularly. Attendance is carefully monitored each week and parents are asked to produce a letter or to telephone the College to explain any absence.

LUNCH ARRANGEMENTS

The school dining room is open at both break and lunchtime for students to purchase hot food and drinks. Please see sample menus below:

Traditional Diner

Meal Deal Available Daily £2

One main hot choice
One carbohydrate
Choice of vegetables
Hot pudding or cookie

Pasta/Noodle Diner

Meal Deal Available Daily £2

Pot of pasta or noodles with sauce
Cookie
Cuplet Drink

To Go Diner

Meal Deal Available Daily £2

Pre-packed sandwich
Cookie
Cuplet Drink

SCHOOL DAY

Personal Development With Tutor	Lesson 1	Lesson 2	1st Break	Lesson 3	Lunch	Lesson 4	Lesson 5	Tutor Base
8.50 to 9.15	9.15 to 10.10	10.15 to 11.10	11.10 to 11.30	11.30 to 12.25	12.25 to 1.00	1.05 to 2.00	2.05 to 3.00	3.05 to 3.15

COLLEGE POLICIES

Commendations and Merits

We believe that the development of self-discipline requires encouragement and support. We are proud of our system whereby students are awarded commendations or merits for good work, service to the community, outstanding personal achievement and success generally. We believe that only through reward and encouragement will students find self-esteem and confidence in life.

Daily Report

Students whose work or behaviour is persistently unsatisfactory may be placed on Daily Report by the Form Tutor, the Pastoral Managers or, in very serious cases, by the Headteacher. Parents are asked to inspect and sign the report each day.

Exclusion

We have very few difficult problems. When we do, parents co-operate so that solutions are positive, forward looking and in the best interests of all concerned. In exceptional cases very serious offenders or persistent wrongdoers may be excluded from the College by the Headteacher. Parents will always be informed and are asked to come into College to discuss the situation.

If a parent does feel that an exclusion of his or her child is inappropriate, the parent has the right to make representation to the College governors.

If you have a complaint about College life

Parents who have a concern about the curriculum are encouraged to discuss the matter with the Headteacher in the first instance. Any unresolved matters may be referred to the Governing Body. Parents should write to the Clerk of the Governing Body.

Staff List 2011 – 2012

Mr Chay Davis Headteacher

Mr C Ward Deputy Headteacher

Mr Darren Andrews Assistant Headteacher

Mr Matthew Atkins Assistant Headteacher

Mr David Timmins Pupil Progress Manager

Art

Miss G Hayman *Head Of Department*
Mrs C Chandler *Art*

Design & Technology

Mrs Parry-Sargent *Head Of Department*
Mr G Lee *Design & Technology*
Mrs J Taylor *Design & Technology*
Miss L Curel *Design & Technology*
Mrs L Newman *Design & Technology*

English

Mrs B Dale-Jensen *Head Of Department*

Mrs G Mole *English*
Mrs G Burke *English*
Miss E Haywood *English*
Mrs L Dodd *English*
Miss A Smith *English*
Miss E Roberts *English/Drama*

Head of Humanities

R McCluskey

Geography

Mrs C Woodward *Geography*

History

Mr D Timmins *History*

Religious Education –

Mrs M Jennings *Head of Department*
R.E.

ICT

Mr P Hewitt *Head Of Department*
Mr D Andrews *ICT*
Mr D Newton *ICT*
Mr C Ward **ICT**

Learning Support

Mr J Lewis *Head Of Department*

Mathematics

Mrs M Thomas *Head Of Department*
Mrs L Kane *Maths*
Mr M Fox *Maths*
Mrs S McGlynn *Maths*
Mrs J Viggars *Maths*
Mr M Morris *Maths*

Music

Mrs C Killen *Head Of Department*

Modern Foreign Languages

Mrs S Bastow *Head of Department*
Mrs S Marston-Jones *MFL*
Mrs G Purser *MFL*

Physical Education

Mr M Creed *Head Of Department*
Ms M Hasenauer *Physical Education*
Mrs P Turner *SSCo*
Mr W Smithson *Physical Education*

Science

Mrs L Fraser *Head Of Department*
Mr R Boyle *Science*
Miss L Moore *Science*
Mr J Rounsley *Science*
Mrs R Harvey *Science*
Mr C Davis *Science*
Miss P Kettle *Science*
Ms C Prior-Clarke *Science*

Cover Supervisors

Mrs J Smith
Mrs S Marya

SUPPORT STAFF 2011/12

OFFICE STAFF:

Mrs F Barnett	Business Manager
Mrs M Evans	Personnel Administrator
Mrs P Roden	Finance Officer
Mrs C Stacey	Headteacher's P.A.
Mrs T Ricketts	Cover/Data/Work Experience Manager
Mr S Mohammed	Data Manager (CMIS)
Mrs S Glendinning	Exams Officer
Mrs J Cartwright	Attendance Administrator
Mrs T Bates	Receptionist
Mrs R Moore	Receptionist
Mrs A Murray	Pastoral Administrator

TECHNICIANS:

Mr Z Hammond	Resources Technician
Mrs J Windsor	Senior Science Technician
Mrs L Sylvester	Science Technician
Ms M Tanaka	Science Technician
Mrs J Midgley	Textiles Assistant
Mr M Cooke	I.C.T. Technician
Mr M Percy	I.C.T. Technician
Mrs H Strickland	Home Economics Assistant
Mr K Blackhurst	Design & Technology Technician

SUPPORT STAFF:

Ms A Simmons	Assistant to the SENCo
Mrs S Heaney	SEN Administrator
Mrs J Leese	Teaching HLTA
Mrs J Thompson	Teaching HLTA
Mrs A Warrington	Teaching HLTA
Ms D Partridge	Teaching HLTA
Mrs J Ilesley	Teaching Assistant (HLTA)
Mrs C McLafferty	Teaching Assistant (HLTA)
Mrs M Braden	Teaching Assistant (Fdn Degree in LS)
Ms T Milius	Teaching Assistant
Mrs J Stock	Teaching Assistant (HLTA)
Mrs C Lane	Teaching Assistant
Mrs L Roberjot	Teaching Assistant (Sci HLTA)
Mrs D Brown	Teaching Assistant (HLTA)
Mrs A Turner	Teaching Assistant (HLTA)
Mrs J Jones	Teaching Assistant (HLTA)
Mrs N Darrall	Teaching Assistant

Mrs K. Meiklejohn	Gifted and Talented & Vulnerable Groups Co-ordinator
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EDUCATIONAL:

Mr S Will (Educational Welfare Officer)
Mrs A Warrington (Acting Transition and Primary Public Relations Co-ordinator)
Mr J Dale-Jensen (Seclusion Manager)
Mrs P Bezer (Seclusion Assistant)

AFTER SCHOOL CLEANERS:

Mrs I Vaughan	Supervisor
Mr A Edwards	Supervisor
Mrs M Ball	Mr A Morris
Mrs E Tymms	Miss K Anslow
Mrs A Atkinson	Mrs G Tracey
Mr P Jinks	Mrs S Speed
Miss S Braddick	Mrs B Cobrand
Mrs C Dunn	Ms T Davies
Ms S Kelly	Ms K Bodman
Ms D Jones	Mr T Edwards

LUNCH-TIME SUPERVISORS:

Mrs T Davies
Mrs J Griffiths
Mrs P Heinemann
Mrs J Breakwell
Mrs C Forrester
Mrs T Tanaka
Mrs B Cobrand
Mrs P Bezer

PREMISES STAFF:

Mr J Hoof (Site Manager)
Mr S Jarema (Assistant Site Manager)

CATERING STAFF:

Mrs Fisher	Ms J Arnold
Mrs K Herbert	Mrs Evans
Mrs Graham	Mrs J Smith
Mrs K Killick	Mrs S Lloyd

PASTORAL STAFF

Miss L Moore	Head of Year 11
Mrs L Kelly	Head of Year 10
Mrs M Hasenauer	Head of Year 9
Mr D Newton	Head of Year 8
Mrs S McGlynn	Head of Year 7 / Transition (Mr M Creed, acting)

COLLEGE GOVERNING BODY

Mr K Wagstaffe	Partnership Governor (Chairman)
Mr S Whitehouse	Community Governor (Vice-Chairman)
Mr C Davis	Headteacher Governor
Mr C Lane	Staff Governor (Associate Staff)
Mr J Rounsley	Staff Governor (Teacher)
Mrs P Hutchings	Community Governor
Mrs J Mills	Community Governor
Mr D Topping	Community Governor
Mrs K Macpherson	LA Governor
Mr J Ferrington	Partnership Governor
Mr J Owen	Partnership Governor
Mr M Ali	Parent Governor
Mrs L P Lovatt	Parent Governor
Mr P D Jones	Parent Governor
Mrs C Wilton	Parent Governor

Mrs F Barnett Clerk to Governors