



IN YEAR ADMISSIONS PROTOCOL

Introduction

This Protocol applies to all In Year Student Admissions and should be read in conjunction with the School's Admissions Policy.

The member of SLT with overview of Admissions is responsible for ensuring this protocol is followed in line with the flowchart, attached as Appendix 1, and the checklist, attached as Appendix 2, is completed and filed on the student's hard copy file.

Any aspect of the protocol not completed must be rectified prior to the student's first day.

Pre Admission Meeting

New admissions will have had a tour with Sixth Form students (lasting about 40 mins) before meeting with SLT responsible for process. During this tour the parents / carers and the new student have an opportunity to ask questions and talk to the sixth form students, seeing what the school is like.

Parent / carer and the new student will meet with the member of SLT with overview of In Year Admissions.

During this meeting the reasons for wanting to come to Newent are discussed as well as issues arising that might affect the transition process.

- If the new student is Year 9 a discussion on options is needed and a meeting arranged with the careers team.
- If the new student is year 10 a suitable timetable needs to be arranged. This is dealt with by the School Administrator - Data.
- If the new student is an EAL (English as an additional language) it will be necessary for text books to be provided in their first language. It may also be appropriate for contact to be made with the School's EAL service provider.

The Exams Officer will contact the previous school to arrange transfer of possible controlled assessments.

The parents / carers are requested to fill out the admissions pack and leave with the member of staff leading the meeting.

The member of staff leading the meeting will discuss, and provide information on, the following topics and areas to parents / carers and the new student:

School expectations and ethos	Insight (demonstrate)
House structure and buddy system	Planner - use and expectations
Tutor system – role and responsibilities	What happens on the first day
Rewards and sanctions - behaviour	Holiday requests and the Law
Food and smart card system	School uniform - haircuts and jewellery etc
Extra-curricular activities on offer	Use of mobile phones
Travel to school – behaviour on buses	Equipment needed for the school day
Subjects on offer in Key Stage 3/4 or 5	Eligibility for free School meals
Learning to Learn	The school day - timings etc
School Ofsted and progress	Importance of parental involvement
NELE (demonstrate)	



Monitoring and review of the protocol

The Senior Leadership Team shall review this policy annually to ensure that it meets legal requirements and reflects best practice.

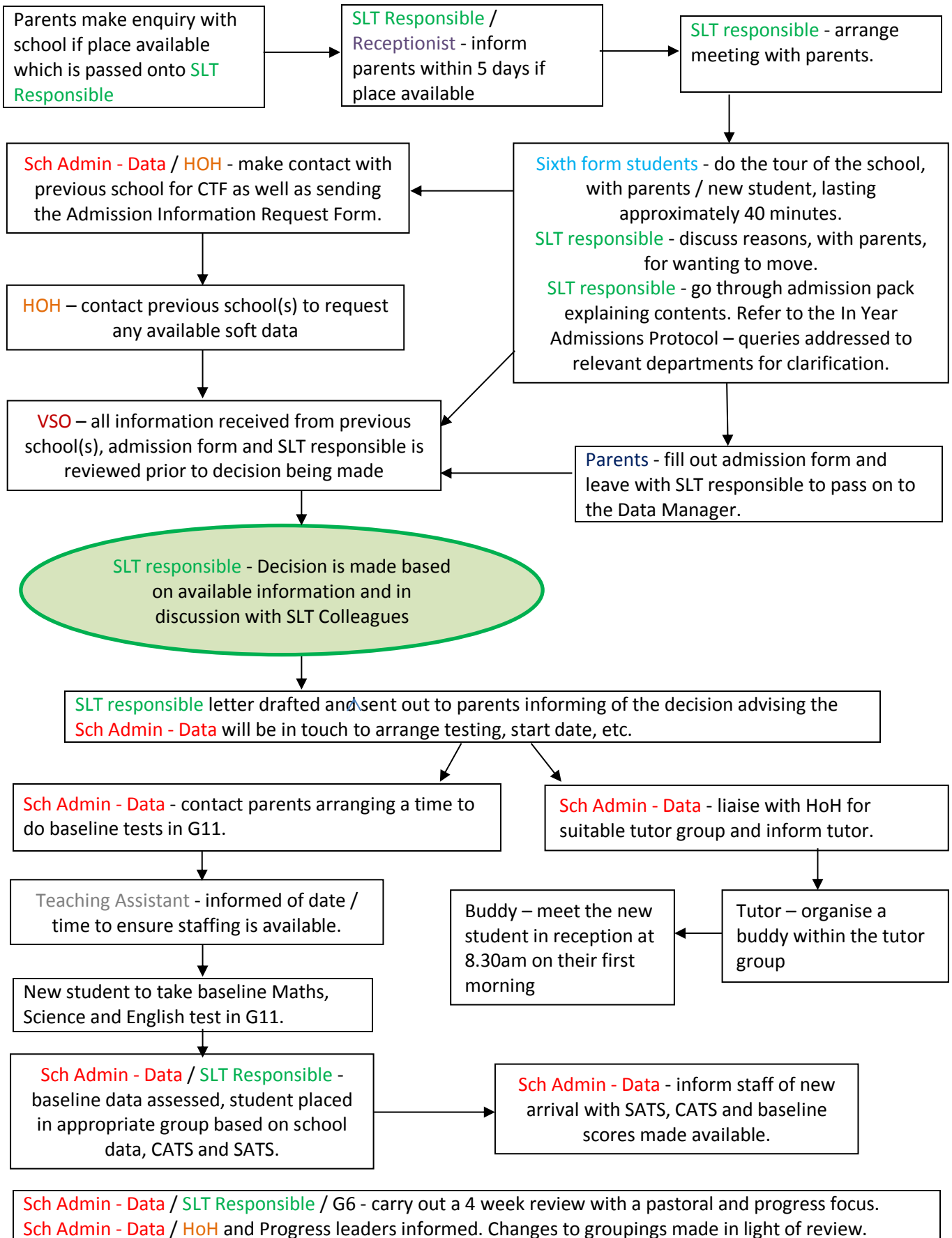
The School will continue to review the effectiveness of this Protocol to ensure it is achieving its stated objectives.

Date of Review

February 2014



IN YEAR ADMISSIONS PROTOCOL – FLOW CHART





IN YEAR ADMISSIONS PROTOCOL – CHECKLIST

Student's Name : _____ Date : _____

	Person Responsible	Task	Completed (Initial / Date)
1	SLT / Reception	Contact parents / carers to inform if place is available	
2	SLT	Contact parents / carers to arrange a visit / meeting	
3	Sixth Form Students	Conduct a tour of the site with parents / carers and student	
4	SLT	Meeting held with Parents / carers	
5	Parents / Carers	Complete all required forms	
6	Sch Admin - Data / HOH	Contact previous school(s) for CTF sending Admission Information Request Form	
7	HOH	Contact previous school(s) for soft information	
8	VSO	Review all information received to establish any vulnerability concerns or historic issues to aid decision on admission	
9	SLT	Discuss request and make decision	
10	SLT	Letter sent to parents / carers informing of decision	

The following steps are only undertaken if the decision is to admit the student.....

11	Sch Admin - Data	Contact parents / carers to arrange date for student to undertake testing	
12	Sch Admin – Data	Contact SENCo to confirm testing date	
13	Teaching Assistant	Test is completed with results notified to SLT	
14	Sch Admin – Data	Contact HOH / Tutor to arrange Buddy	
15	SLT / Sch Admin - Data	Review testing and all other information to confirm tutor and teaching groups	
16	Sch Admin – Data	Email all staff of new student with full details	
17	SLT / Sch Admin - Data	Review undertaken at 4 weeks with pastoral and progress staff	
18	Sch Admin – Data	Email relevant staff if changes are made following review at 4 weeks	

This Checklist must be filed on the students Hardcopy file when completed