



## Admissions Procedure

### **In Catchment**

Forms received - Letter of acknowledgement sent immediately indicating when further correspondence should be expected.

Previous school contacted for:

- Behaviour - YAL
- Attendance - D.Hawkes
- SATs, Grades / Exam results – YAL
- Exam subjects and boards - YAL

Letter sent inviting for meeting bringing proof of residency e.g. rent book, utility bill

Tour of school, meet with student Parent/carer.

Testing carried out for reading, spelling and maths.

Admission form filled in - Start date set.

Report sent to Governors Admission Panel.

### **Out of catchment**

#### KS 3

Forms received – letter of acknowledgement sent immediately with date of Governors Admission Panel meeting.

Previous schools contacted

- Behaviour - YAL
- Attendance - D.Hawkes
- Ability / levels / KS2 SATs – YAL

Pro-forma filled in and given to R.Livings

Meeting to inform of school's protocols and tour of school. Parents to confirm that they still wish to seek admission.

Admission Panel Meet - Decision



