



In-Year Admissions Protocol

In order to get to know your child and be ready to provide the most appropriate timetable, we structure the pre-admissions process as detailed below.

Pre-Admissions Process

1. **Pre-Admission Questionnaire:** This is sent to parents/carers to gather brief details of the student and their academic background.
2. **Pre-Admissions Meeting:** A formal meeting with the year office team and a member of the school leadership team (see below for timings). The date for this meeting will be sent to you once we have received your questionnaire answers.
3. **School Tour:** Guided tour of the school site (see below for timings).
4. **Baseline Assessments:** Completion of Cognitive Ability Tests (CATs) and standardised reading test (see below for timings).
5. **Data Processing & Timetabling:** All assessment data and background information are processed to construct an appropriate timetable.
To complete this stage, all data forms must have been completed and returned to school reception.
6. **Admission Date Issued:** An official start date will be provided, which will allow time for purchasing school uniform.

Outline of Pre-Admissions Day

8.00am

- Parents/carers and student arrive at school reception.
- Meeting with the year office staff and school leadership.
- Discussion of academic background, SEN requirements, subject preferences and school expectations.
- Reviewing and signing of the home/school agreement.
- Admissions pack containing all data forms given to parents/carers, to be returned before step 5 above can be completed.

8.30am

- Guided school tour for parents/carers and student with a member of staff.

9.00am

- Parents/carers depart.
- CATs and reading tests.

11.15am

- Parents/carers return to collect student from reception.

Notes:

- Please bring a bottle of water and a snack for your child.
- We are a no-mobile phone school for both adults and students.