

## In Year Admissions Process: Bedale High School

Parent applies via In-Year Transfer Request Form which comes to the Attendance Officer who passes it to the Assistant Headteacher.

Parent contacts reception directly by phone or e-mail. Reception pass message on to Assistant Headteacher.

Assistant Headteacher notifies Attendance Officer in case In-Year Transfer Request Form comes through.

### **Induction Meeting**

Assistant Headteacher arranges for parent and student to visit the school. Assistant Headteacher fills in New Admissions Form which gathers information relating to health, attendance, behaviour, curriculum, attainment, options and SEN/MAGT. Assistant Headteacher gives out prospectus, internal admission form, establishes potential start date, information relating to transport, uniform, House and Tutor Group and how to formally apply via In-Year Transfer Request Form.

Tour of the school. This may involve being introduced to SEN Dept if appropriate and Learning Leader where possible.

### **Special Educational Needs**

If already recognised Assistant Headteacher liaises with SEN Department. They would normally then meet directly with parent to discuss provision. SEN Dept may liaise directly with previous school at this point or may await file depending on nature of SEN.

If SEN suspected by not verified or vague, Assistant Headteacher arranges with SEN for student to have assessment followed by parental communication.

### **Forces**

All Forces students with SEN should be registered with Children's Educational Advisory Service. The MOD are in the process of modifying the Pupil Information Profile form which will give additional information about SEN.

No SEN?

Assistant Headteacher phones previous school for discussion with relevant staff relating to attainment, attitude, attendance and behaviour and specifications in case of KS4/Options.

Assistant Headteacher sets up timetable and negotiates with Heads of Department Ma, En and Sci as to which sets they would like the student to go into. Assistant Headteacher circulates information re new student to all staff including issues that may be relevant from discussion with previous school.

Student goes on role and starts. Is paired with buddy and met by Learning Leader on first day. Induction routines carried out. Assistant Headteacher or Learning Leader phones home on first evening for parental feedback. Morning Tutor period, student gets, ICT log-in, I am Learning Log in, Locker Key, Planner, registered for cashless catering.

Attendance Officer requests file from previous school as soon as student is put on role. BHS information sheet also sent out. LL signs for file on arrival and disseminates any additional information to relevant people within 15 days of starting school.