

SIR JOHN HUNT COMMUNITY SPORTS COLLEGE

ADMISSIONS POLICY

- All requests for admission of students after first week of Year 7 will be referred initially to the Inclusion Manager, who will refer parents to the Local Authority Admissions Team
- If there are spaces within the year group the following procedures should be followed:
- On initial request the following information must be ascertained:
 - Full name
 - Date of Birth
 - Present address and telephone number
 - Future address and telephone number
 - Present school
 - Present year group and assessments
 - Reason for request
 - Other members of family seeking admission
 - Requested date for admission
 - KS4: Curriculum choices and exam syllabi
 - Languages
 - Attendance
- Present school will be contacted – initially by telephone or email. A form requesting information will be faxed or emailed for completion.
- If necessary, Area office and Educational Welfare Officer will also be contacted
- The Inclusion Manager will then arrange an interview with the prospective parents/carers and student and request that they bring in their last school report
- As part of this meeting, parents/carers and new students will be given:
 - A conducted tour of the school
 - A copy of the prospectus
 - In KS4 – an options sheet
 - A Code of Conduct
 - A list of school uniform requirements
 - A Home/School agreement
 - Admissions form
 - Permission slip for students to be photographed
- If special arrangements are required there will be a meeting with the SENCO before a timetable is devised
- Following the initial visit, assessment information will be sent to relevant members of staff.
- The Inclusion Manager will liaise with the member of staff with responsibility for the timetable and Pastoral Lead to arrange groupings.
- A complete timetable will be available within two days of collection of information.