



Whitby School

KS3 & 4 ADMISSION POLICY

Governance Status

This policy was first adopted by the Governing Body in March 2009. It will be reviewed annually.

Review dates	By Whom	Approval date
October 2020	Staff and Governors	19 November 2020
September 2021	Staff and Governors	19 October 2021
January 2023	Staff and Governors	7 February 2023
April 2025	Staff and Governors	20 May 2026

Signed by the Chair of Governors:

A handwritten signature in black ink, appearing to read 'B. Crosby', with a horizontal line underneath.

	<i>Parent/Carer contacts the School directly</i>	
	Task	Staff responsible
1	Inform the heads of KS3, 4 or 5 as appropriate	Assistant head in charge of AH Assistant head in charge of PH
2	Make an appointment for a look around	Care and Achievement coordinator
3	Explain the procedure for contacting County (admissions dept) to make a formal application	Care and Achievement coordinator

	<i>Application made through County</i>	
	Task	Staff responsible
1	County send email and put a new starter file on S2S for the School to retrieve.	MIS manager
2	Care and achievement coordinator for the year group telephones the previous school for verbal information (and alerts the DSL or Special Educational Needs Co-ordinator (SENCo), if relevant.) CaC follows with email confirmation of conversation. DSL/ SenCo to have conversation (if relevant) with previous school DSL/SenCo to ensure it is ok for the pupil to start when the files arrive.	Care and Achievement coordinator/DSL
3	Visit arranged to look around the School for parents and pupil interview; DSL and SENCo to be invited if relevant.	Care and Achievement coordinator
4	Only when relevant files (CTF, FAX and coursework) have been obtained from the previous school will the parent be telephoned to confirm the start date at the School. We return the application to County as accepted and they inform parents. The CTF comes later. Paper files arrive after start usually.	MIS manager to collect files and contact relevant member of staff to organise baseline assessments, request academic, SEN / Safeguarding paper files from previous school NRT to inform CaC when everything is in place so they can confirm starting date
5	Pupil to be entered onto the School database with the information from the files.	MIS manager
6	Timetable to be constructed for the new starter.	MIS manager
7	MIS manager to inform teaching staff.	MIS manager
8	CaC to greet pupil at the start of the agreed date.	Care and Achievement coordinator