

## **ADMISSION OF NEW STUDENTS** (including Parental Admission Visits)

This policy is designed to develop strategies which will

- i. facilitate an orderly and structured transfer to the school,
- ii. develop within the student a feeling of confidence and trust,
- iii. reduce anxiety and uncertainty to a minimum,
- iv. satisfy the legal and administrative requirements for student transfer.

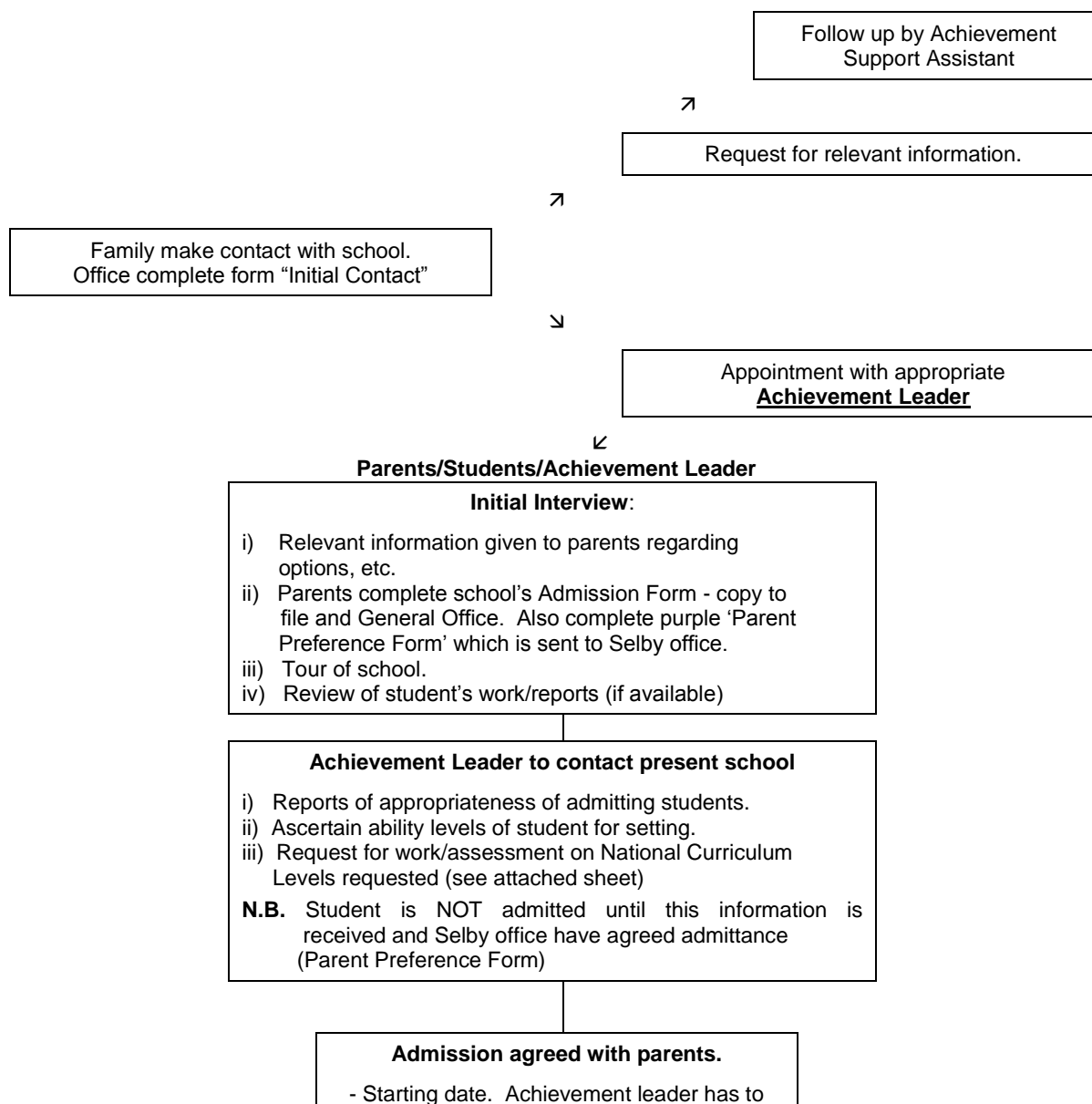
### **The Structure**

The following scheme is a guide to the transfer of students to Sherburn High School. The time span of events in this framework may vary, the logical progression should be common to all transfers and should serve as a procedure for all students transferring to this school.

It is divided into two stages:

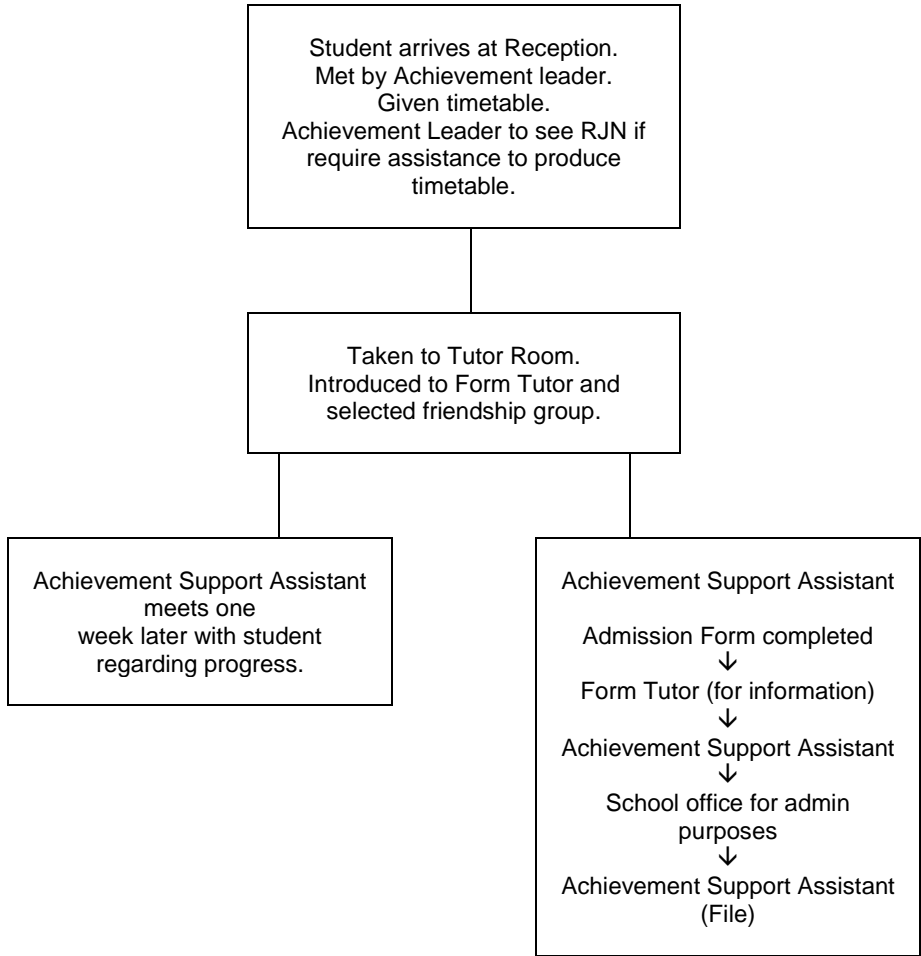
- i. Prior to admission.
- ii. The start.

#### i. **Prior to Admission**



produce student's timetable for this date.

ii. **Starting Sherburn High School**



\* If little information is received prior to the starting date regarding the student's ability, it will be necessary to administer tests therefore delaying setting into appropriate groups.

**Office: Admission of New Students - Initial Contact**

Name of Student \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Tel No \_\_\_\_\_

Present School \_\_\_\_\_

School Address \_\_\_\_\_

\_\_\_\_\_ Tel No \_\_\_\_\_

(a) Are they viewing other schools?

(b) Want their child to transfer to SHS

**OR**

(c) Reason for transfer, e.g. moving house, trouble at school etc.

Information sent:

Prospectus

Year Booklet

Admission Form

Appointments arranged for \_\_\_\_\_

Please contact to arrange for appointment.

If (b) When arranging an appointment please ask parents to bring most recent reports and Maths and English work if possible.

Our ref:

**To the Headteacher of ..... School**

**re .....**

I would be grateful if you could provide me with the following information on the above student to help ease the induction of this student into Sherburn High School and to meet the statutory transfer requirements.

1. A copy of the pupil's last National Curriculum assessments, including test results if appropriate.
2. An update of Teacher Assessment levels in English, mathematics and science if more than six months has elapsed since the last official report.
3. A copy of the last annual report to parents.
4. Information outlining the planning and/or coverage of the National Curriculum which the student has experienced during the last six months, e.g. topics covered.
5. Examples of work produced by the children, particularly in English, mathematics and science.
6. Any information on the strengths/weaknesses and interests of the student, including relevant social information.

A prompt reply would be appreciated.

Many thanks.

Yours sincerely

Headteacher