



# 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

**Signed by the Chair of Governors:**

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Handwritten signature of the Chair of Governors.

<b>Parent/Carer contacts Caedmon College/ Eskdale School directly</b>		
1	Inform Senior Leader (SL) in charge of admissions (Years 7 to 11)	reception
2	Make an appointment for a look around (if required)	SL/Pastoral Manager (PM)
3	Explain the procedure for contacting County (admissions department) to make formal application	SL/PM

<b>Application made through County</b>		
1	County send email and put new starter file on S2S for CCW or Eskdale to retrieve.	office
2	Send new starter form to previous/current school. Pastoral manager for year group to ring previous school for verbal information. Alert SENCO if relevant.	office /Pastoral manager
3	If SENCO alerted then SENCo to keep SL/PM informed of any relevant information.	SENCO
4	Arrange a visit for parents and student interview, SENCo to be invited if relevant.	SL/PM
5	Only when files (CTF, FAX and coursework) and new starter form have been obtained from the previous school ring to confirm starting date with CCW/Eskdale	office – PM (PM to contact SENCo to organise baseline assessments)
6	Student to be entered onto MIS system with the information from the files	office
7	Construct timetable for the new starter	SL/PM/office
8	Inform teaching staff and make sure they have any relevant data/ information	SL/PM
9	SL/PM to greet student at the start of the agreed date.	SL/PM to arrange