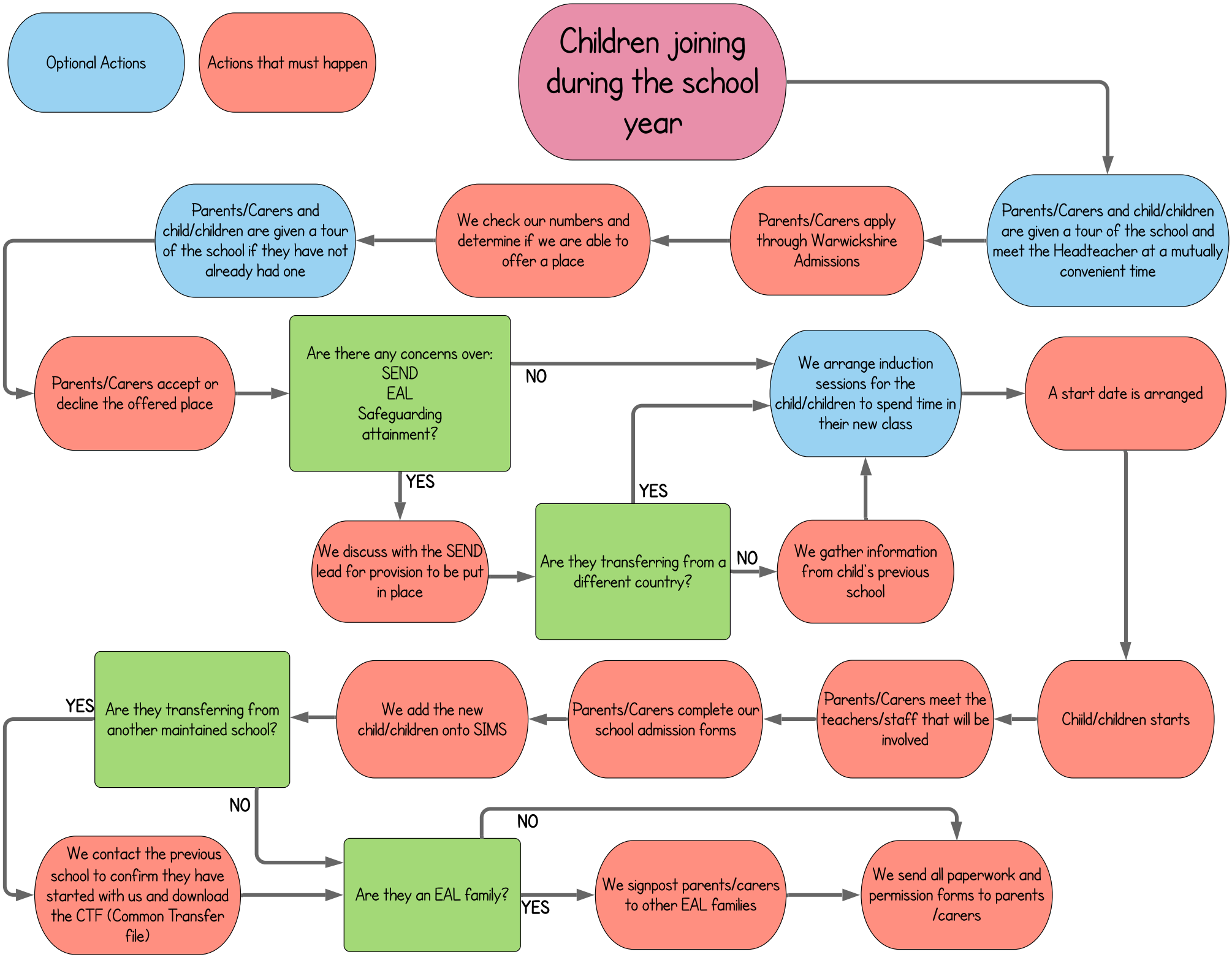
Optional Actions
Actions that must happen
Children joining during the school year
Parents/Carers and child/children are given a tour of the school and meet the Headteacher at a mutually convenient time
Parents/Carers apply through Warwickshire Admissions
We check our numbers and determine if we are able to offer a place
Parents/Carers and child/children are given a tour of the school if they have not already had one
Parents/Carers accept or decline the offered place
Are there any concerns over: SEND EAL Safeguarding attainment?
NO
YES
We arrange induction sessions for the child/children to spend time in their new class
A start date is arranged
We discuss with the SEND lead for provision to be put in place
Are they transferring from a different country?
YES
NO
We gather information from child's previous school
Chiild/children starts
Parents/Carers meet the teachers/staff that will be involved
Parents/Carers complete our school admission forms
We add the new child/children onto SIMS
Are they transferring from another maintained school?
YES
NO
We contact the previous school to confirm they have started with us and download the CTF (Common Transfer file)
Are they an EAL family?
NO
YES
We signpost parents/carers to other EAL families
We send all paperwork and permission forms to parents /carers