PUPIL ADMISSIONS PROCESS

RETURN FORM TO RECEIVE FORM NO **PARENT FOR** Visual check that admission form is complete **COMPLETION** SUPPORTING DOCUMENTATION CHECK AND VALIDATE: One of: Original copy of the child's UK birth certificate Valid current passport One of: **RETURN FORM TO** NO Council tax bill **PARENT FOR** Housing benefit letter **PROVISION OF** Tenancy agreement **DOCUMENTS** Non-UK? Valid passport Home Office letter EU ID card Evidence of asylum or refugee status **MAINSTREAM SCHOOL APPLICATION? ACCEPT FORM FOR CONSIDERATION** Final documentation and signatures check on Copy documents, staple to admission form application form Sign checklist at rear of admissions form Admission form to go to SLT for approval and sign off Send letters offering school place If offer is accepted: Follow post-admission checklist procedure at Finance check for FSM (If applicable) Create pupil file SIMS.net data to be inputted Obtain and import .ctf data (if applicable) **NURSERY APPLICATION?** Final review of checklist criteria and signatures at rear of admissions form Final documentation check and signatures on application form File as nursery application Nursery/Pastoral managers to review and select new intake SLT/Nursey manager/Pastoral manager to finalise nursery place offers Send letters home offering nursery place If offer is accepted: Finance check for FSM (If applicable) Create pupil file SIMS.net data to be inputted

Nursery Dates 2016 - 2017	SIMS.net
Nursery application closing date:	Nursery admissions to be inputted by:
Offer of nursery places to be sent by:	Free school meals data to be checked and inputted by:
Offer of places letters to be sent by:	
Deadline to accept offers:	

Final review of checklist criteria at rear of