**SIR JOHN HUNT COMMUNITY SPORTS COLLEGE ADMISSIONS POLICY**

All requests for admission of students after first week of Year 7 will be referred initially to the Assistant Principal, who will refer parents to the Local Authority Admissions Team.

If there are spaces within the year group the following information must be ascertained:

* Full name
* Date of Birth
* Present address and telephone number
* Future address and telephone number
* Present school
* Present year group and assessments
* Reason for request
* Other members of family seeking admission
* Requested date for admission
* KS4: Curriculum choices and exam syllabi
* Languages
* Attendance

The College will contact the child’s parent and ask them to complete the SJH Admission Form online.

The College will contact the Child’s current school with a request for them to complete SJH student data collection form: information will be emailed for completion.

If necessary The Inclusion Attendance Welfare Service (IAS) will also be contacted.

Upon receipt of necessary information the Assistant Principal will assess student’s suitability to join the SJH roll and if appropriate liaise with the Data Manager and Pastoral Lead to arrange groupings.

The Pastoral Leader will then arrange an interview and induction with the prospective parents/carers and student. As part of this meeting, parents/carers and new students will be given:

* A conducted tour of the school
* A consent form booklet to complete including: admissions form; contact and medical details; home and College partnership agreement and consent preferences
* In KS4 – subject option choices will be made in this meeting (if choice is available)
* Support to apply for Free School Meals will also be offered in this meeting
* During the meeting conduct, attendance and uniform expectations will be outlined with direction to view the relevant sections of The College website for detail

If special arrangements are required around SEN there will be a meeting with a member of the SEN team before a timetable is devised (this may run concurrently with induction meeting).

Following the induction meeting, assessment information and student details will be sent to relevant members of staff using the student introduction form.

A complete timetable will be available within five days of the induction meeting and a start date agreed after that point.

On the student’s first day their uniform will be checked and the student will be issued with an SJH equipment pack, College planner and House Tie. They will then be introduced to their tutor and buddied up with a student in similar classes.