



SCHOOL ADMISSION PROCEDURES

Parents must apply via Brent for their child's admission [except for nursery]

Initial Application for Nursery & Allocation of places by Brent for other year groups:

1. Child's birth date is checked against birth certificate or relevant document.
2. Confirmation of address for Nursery (to ensure applicant is a Brent resident)
3. Green School information sheet filled in by secretary for nursery applications and retained on file.
4. Parent/guardian fills in application form for Nursery or Admission form for other year groups.
5. On receipt of application form this is checked and filed with information sheet. (Nursery completed forms are filed in relevant box file to be dealt with when lists are closed and we allocate places.)
Parent is given information about admission procedures and criteria.

On Admission:

- A. Parent is given
 - School brochure (before admission if requested)
 - Home-School Agreement
 - Class and School rules
 - Uniform information
 - Emergency contact form
 - Pink collection form
 - Starting School/Nursery booklet
 - Term Dates
 - Privacy Notice
 - Healthy eating list.
- B. Child is issued with
 - Individual Portfolio
 - Green Record Card
- C. Records are requested from former school
- D. Child is put on roll
 - Entry on A3 returns & sent to Brent as requested
 - Entered on Computer and allocated a UPN [either new, if child has not been at school previously, or obtained from previous school]
 - Pupil contact list is entered on computer and filed in Welfare Room.
 - Admission papers are filed in green report cards alphabetically.
- E. Admission to Class
 - New children are generally asked to arrive prior to start of school day to be interviewed by the Head or Deputy Head, who will complete initial background data for the child's individual portfolio.
 - This also enables parent to discuss any problems with class teacher or Head teacher.
 - Children who have not attended a previous school may attend for mornings only at the school's discretion.