

In-year admissions procedure

Day 1

1. Application received
2. Request information from previous school
3. Log application on central record
4. Admissions pass application to Senior Leadership Team (SLT)

Days 2 - 5

1. Continue to chase previous school for information
2. SLT give Y/N decision re.interview
3. Admissions meeting date arranged internally
4. Parents are contacted to confirm meeting date

Days 6-10

1. Admissions meeting takes place
2. Admission date is agreed (if Y)
3. SLT emails relevant staff details of new admission
4. Offer letter is sent out

The following Monday

1. Student starts at STCM
2. STCM completes online form for the Local Authority