



CONFIDENCE • EQUITY • CURIOSITY

KING RICHARD SCHOOL

“ELIMINATING EDUCATIONAL DISADVANTAGE CAUSED BY MOBILITY”

STUDENT ADMISSION AND LEAVING PROCESS

06/11/2024

PRE-ACCEPTANCE

initial tasks before the student is accepted

INDUCTION

first day at school

STUDENT LEAVING

final admin tasks

STAGE 1

STAGE 2

STAGE 3

STAGE 4

STAGE 5

POST-ACCEPTANCE

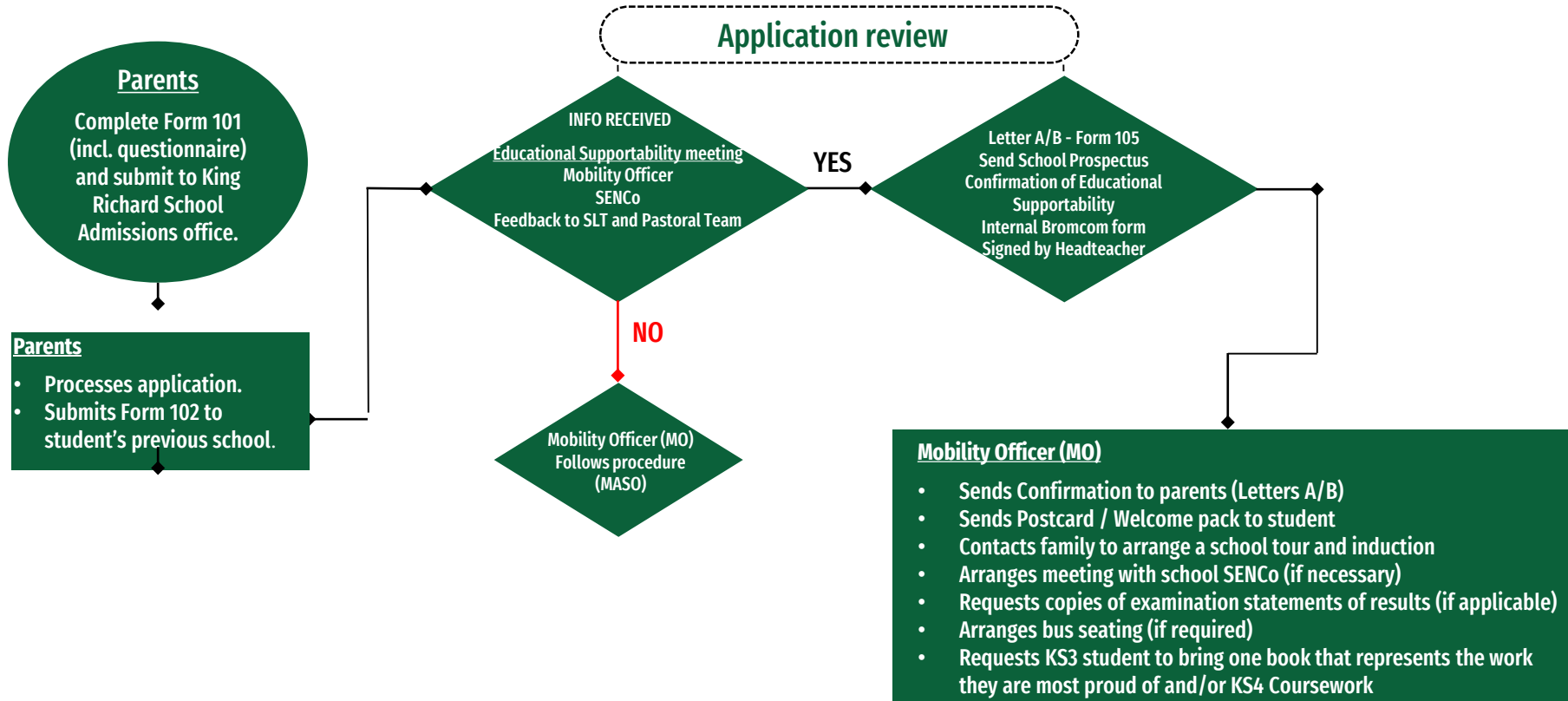
tasks before the student's first day at school

SETTLING-IN REVIEW

evaluation of progress and support

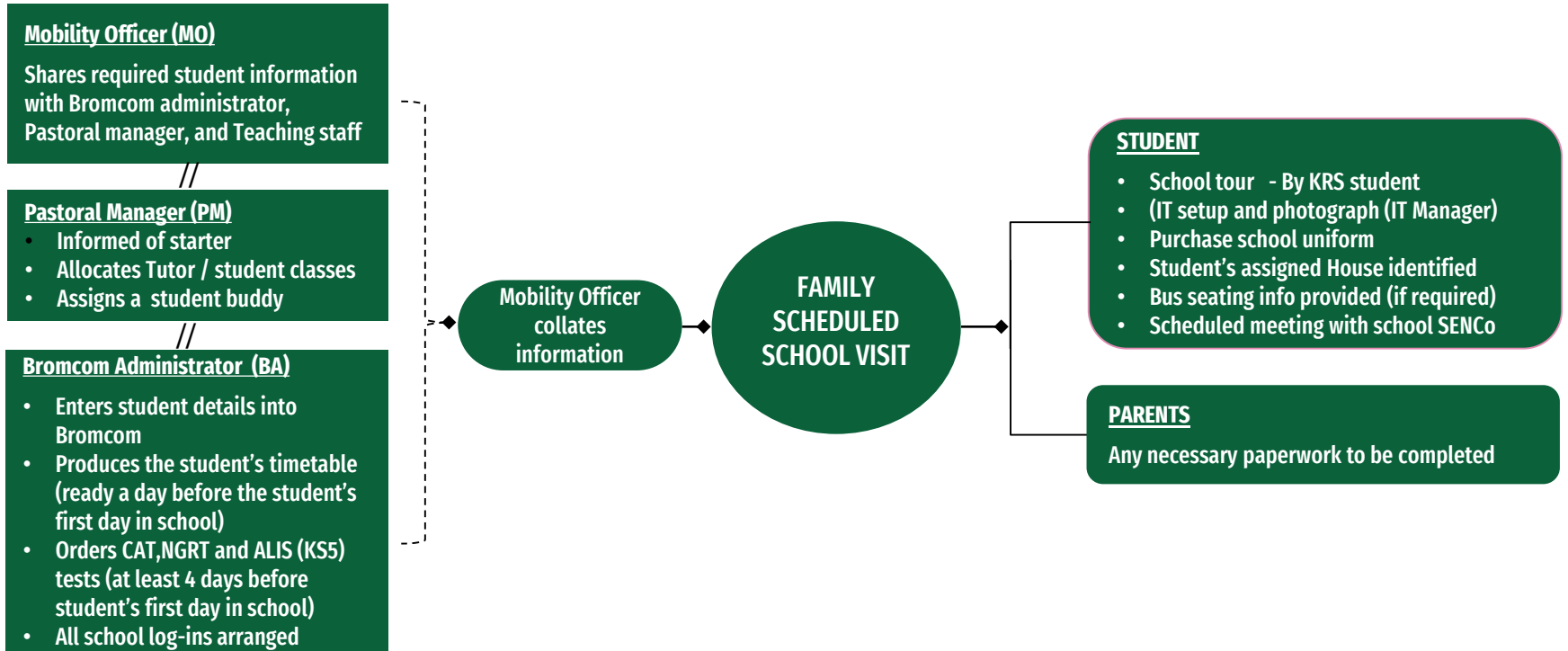
PRE-ACCEPTANCE

Initial tasks before the student is accepted



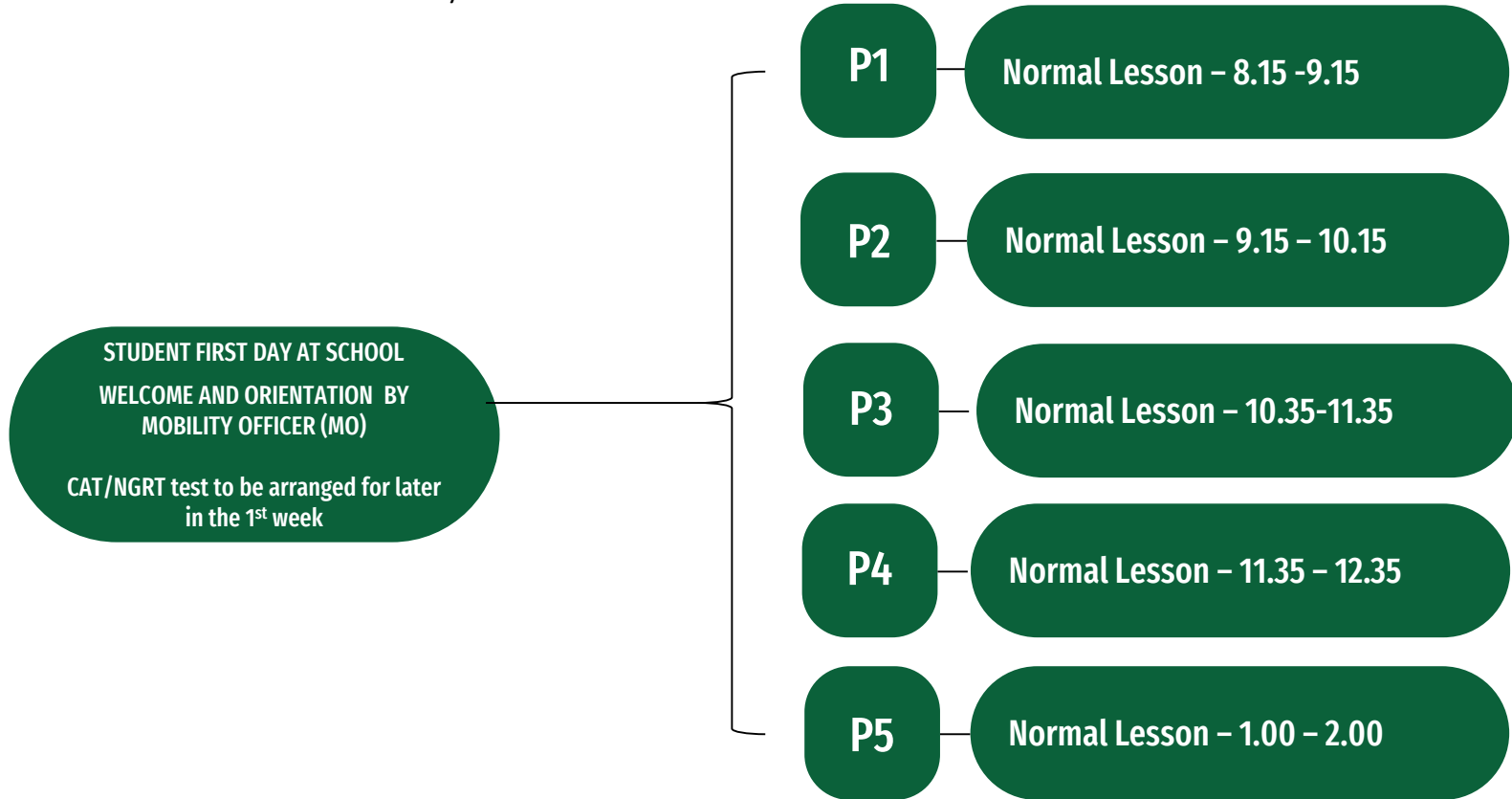
POST-ACCEPTANCE

Tasks before the student's first day at school



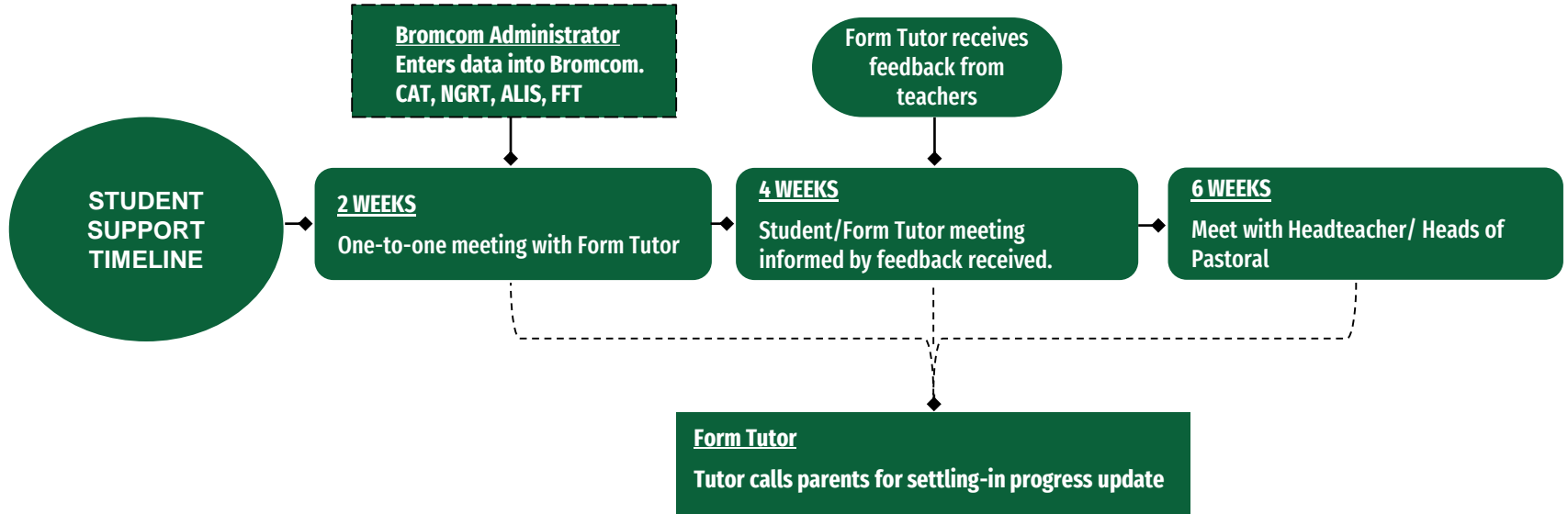
INDUCTION

Student's first day at school



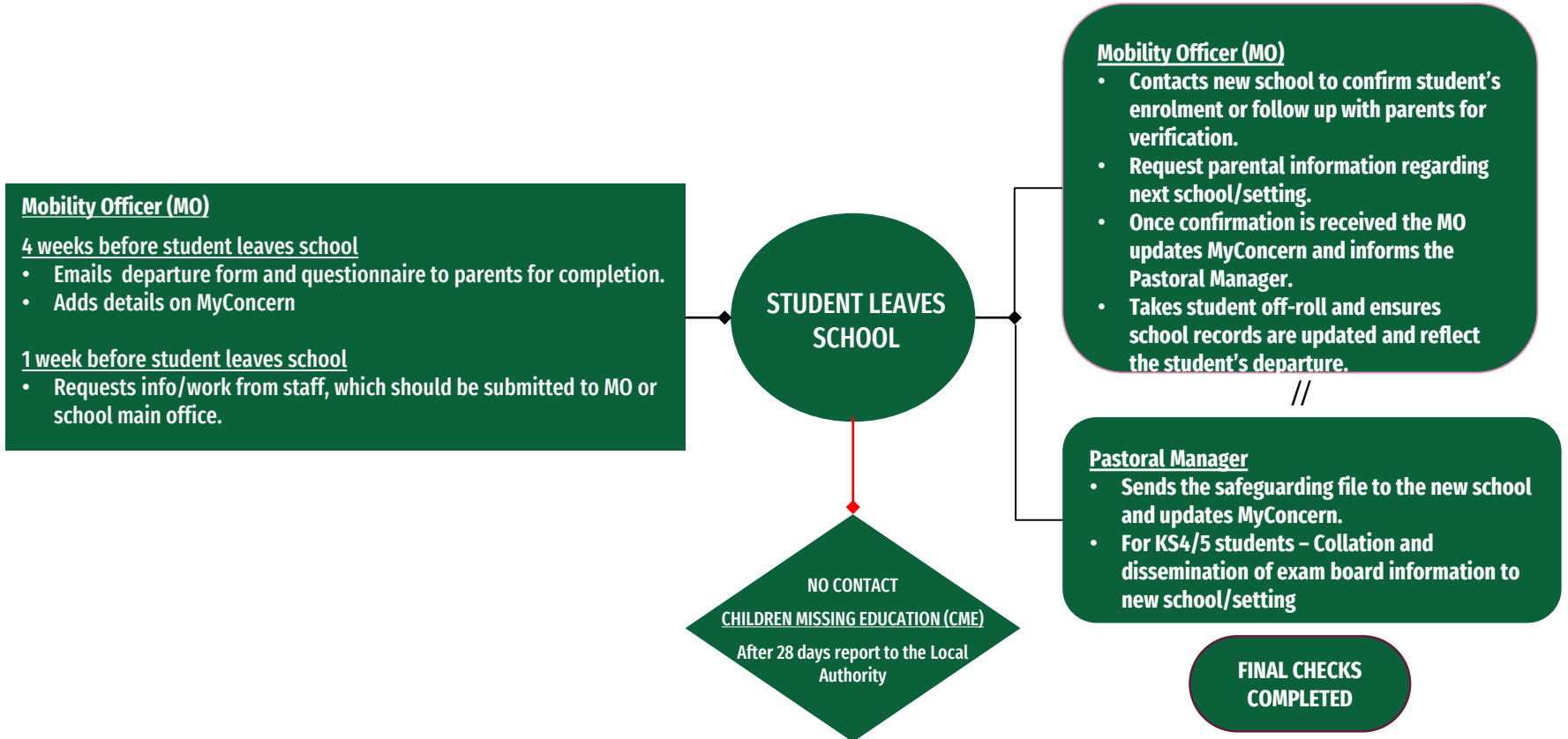
SETTLING-IN REVIEW

Evaluation of progress and support



STUDENT LEAVING

Final admin tasks



FORMS AND RESOURCES

Links to essential documents and forms

Forms/Letters

[Form 101 incl. questionnaire](#)

[Form 102](#)

[Form 105](#)

[Letter A](#)

[Letter B](#)

[Form 107 \(MASO\)](#)

[Departure Form incl. questionnaire](#)

How-to guides

[Enter student's details into Bromcom](#)

[Produce student's timetable](#)

[Order CAT, NGRT and ALIS tests](#)

[Take student off-roll](#)

[Update MyConcern](#)

[Enter data on Bromcom](#)

[Setup student's email account](#)

Induction resources

[New student booklet](#)

[Welcome postcard](#)

[School tour guide](#)

[Health and Safety guide](#)

[Curriculum Qualifications](#)

[Placement out of Chronological Year Group](#)

[ESA Info Leaflet 100](#)