

"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

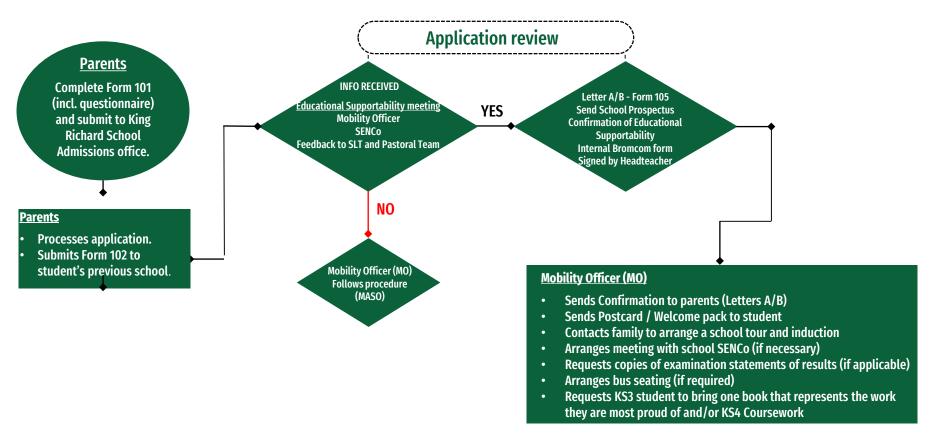
tasks before the student's first day at school

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

Mobility Officer (MO)

Shares required student information with Bromcom administrator,
Pastoral manager, and Teaching staff

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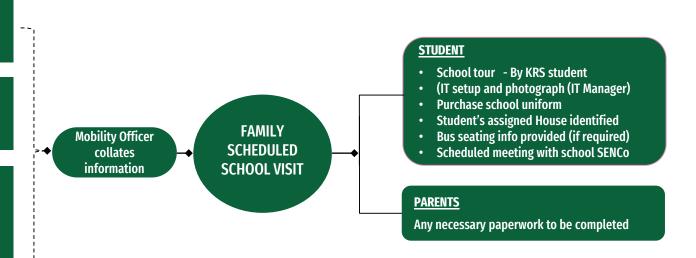
Pastoral Manager (PM)

- Informed of starter
- Allocates Tutor / student classes
- Assigns a student buddy

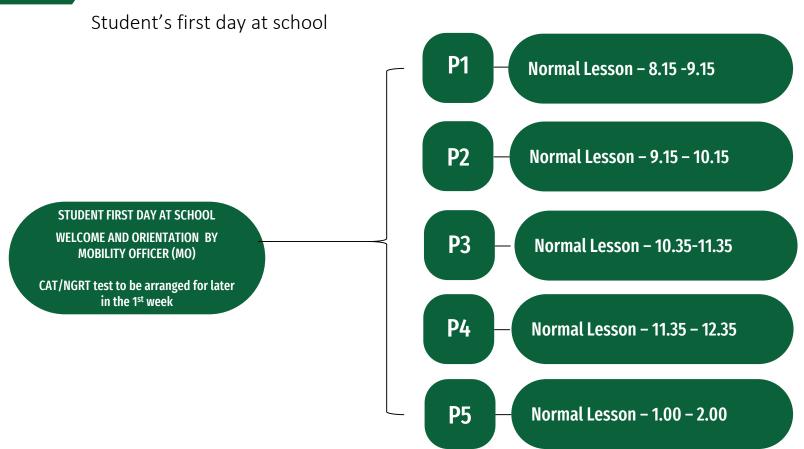
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Bromcom Administrator (BA)

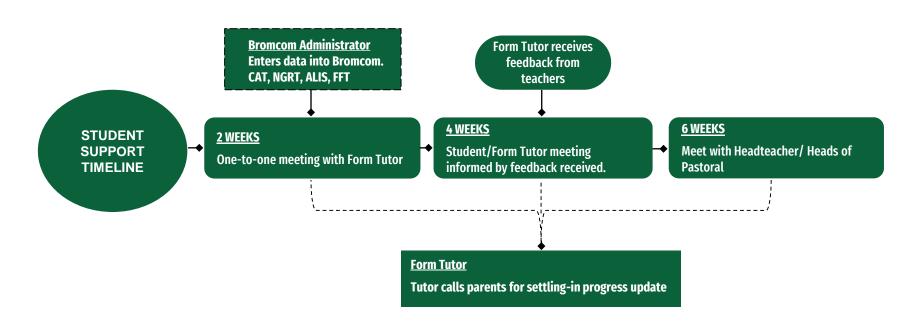
- Enters student details into Bromcom
- Produces the student's timetable (ready a day before the student's first day in school)
- Orders CAT,NGRT and ALIS (KS5) tests (at least 4 days before student's first day in school)
- All school log-ins arranged



INDUCTION



Evaluation of progress and support



STAGE 5 STUDENT LEAVING

Final admin tasks

Mobility Officer (MO)

4 weeks before student leaves school

- Emails departure form and questionnaire to parents for completion.
- Adds details on MyConcern

1 week before student leaves school

 Requests info/work from staff, which should be submitted to MO or school main office.

STUDENT LEAVES **SCHOOL** NO CONTACT **CHILDREN MISSING EDUCATION (CME)** After 28 days report to the Local **Authority**

Mobility Officer (MO)

- Contacts new school to confirm student's enrolment or follow up with parents for verification.
- Request parental information regarding next school/setting.
- Once confirmation is received the MO updates MyConcern and informs the Pastoral Manager.
- Takes student off-roll and ensures school records are updated and reflect the student's departure.

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Pastoral Manager

- Sends the safeguarding file to the new school and updates MyConcern.
- For KS4/5 students Collation and dissemination of exam board information to new school/setting

FINAL CHECKS COMPLETED



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 Brom	(

Produce student's timetable

Take student off-roll

Update MyConcern

Enter data on Bromcom

Setup student's email account

com **Order CAT, NGRT and ALIS tests**

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