



Enrolment Process

Here is a diagram outlining the process you will go through in order to enable your child to become a pupil at Castle School.

- 1) Prospective parents shown around by AHT.
 - 2) Paperwork sent from Statutory Assessment Team, reviewed by AHT and discussed with Headteacher.
 - 3) If it is felt that pupils needs can be met at Castle then AHT designs bespoke transition according to pupil and family needs.
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All pupils

- 1) Welcome pack sent home to family.
 - 2) Class teacher visits the home and previous setting - ensure clear moderation of work .
 - 3) Pupil and parents invited for open morning .
 - 4) Pupil has minimum of two sessions in new class during July.
 - 5) Photo transition book to go home for the summer holiday.
 - 6) AHT phones each family during the first week to discuss how the transition is going.
 - 7) Admission review within 6 weeks of the child starting at Castle
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For pupils whom it is appropriate

- 1) MDT meeting around pupils needs. Involving parents and all professionals from exiting setting and MDT from Castle. This is followed by a practical session with the phyio and parents.
- 2) Specialised training for staff eg Nebuliser/ or awareness session eg Hunters.
- 3) Specialist switch transition book
- 4) Arrange for any identified equipment to be transferred or ordered.
- 5) Moving and Handling Assessment

If you have any questions about the process please do contact school.