

Admissions Process

At Castle we recognise the importance of the pupils initial journey into school and how it sets the foundation for later success in school and learning.

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

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

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