

Stanborough



# In-Year Admissions Procedure

<b>Reviewed by: Committee</b>	<b>Standards &amp; Achievements</b>
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<b>Date of Issue:</b>	<b>June 2024</b>
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<b>Date of next Review:</b>	<b>June 2025</b>
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<b>Responsible member of SLT:</b>	<b>Merry John</b>
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# STANBOROUGH SCHOOL GOVERNING BODY

## Standards & Achievements Committee – In Year Admissions Procedure

### 1 Introduction

1.1 This procedure defines the steps taken by the Standards & Achievements Committee of Stanborough School to administer the 'in year' admission of students into the school. That is, the admission of students at any times other than at the beginning of Year 7.

### 2 'In Year' Admissions Procedure

2.1 HCC (Hertfordshire County Council) will administer 'in year' applications to Stanborough School.

2.2 Parents should return the application form directly to HCC. For all In-Year Admissions, a meeting with the Headteacher will be arranged to ensure that the transition process is as smooth as possible for the family and any support the child requires can be put in place to ensure the child thrives at Stanborough.

2.3 The school participates in the County Council's Fair Access protocol and will admit children under this protocol before children on the continuing interest list.

2.4 The SeAM (Schools electronic Admissions Module) used by the School and the HCC will be checked on a regular basis by the school to check for new applicants.

2.5 In year admissions are reviewed by the Standards & Achievements Committee of Stanborough School.