



Admissions Arrangements

The school operates under the Newport Local Education Authority's policy on admissions. It is suggested that parents wishing to obtain details of this policy should contact either the school, or the chief Education Officer, Newport City Council, Civic Centre, Newport.

Students in their final year of primary school (Year 6) visit The John Frost School to tour the school and sample lessons in a variety of subjects. An open Evening to which parents and students are invited is held in the Autumn Term and there is also a meeting for the parents of new intake students in July. Parents are welcome to visit the school at any other time and should make arrangements with the Headteacher.

Parents wishing to send their child to The John Frost School at a time other than September intake will first of all need to apply to the local authority. When an admission is offered, an interview with the Headteacher must be conducted. The child will also need to be present at this interview.

At this interview a Student Data Form is filled in and note taken of any soft data that may be relevant. The admission pack is used to discuss procedures and given to parents for reference. If necessary an email is sent by the Progress Coordinator to EAL (English as an Additional Language) and/or AENCO (Additional Educational Needs Co-ordinator). Arrangements made for uniform to be purchased from school uniform shop.

The school receives data from the local authority in regard to their overall academic profile from their previous school. This information is used to place the student in an appropriate tutor group and teaching group. Information is then sent via email to all relevant staff. When a student starts an electronic file is requested from the previous school.

Student arrives in school on pre-arranged day and reports either to the Progress Coordinator who will buddy them up with someone from their form and introduce them to their form tutor.

The only exception to this is when the family do not speak English. EAL then arrange interpreters, get the data form filled in and then return it to Progress Coordinator who will choose the tutor group (in collaboration with EAL so that a tutor group with support is chosen). The student may spend some time with EAL where they will be tested. If necessary, they remain in EAL for a few days.

The SENCO will also arrange testing when necessary, eg when a student arrives from a country where they have received no education, to ensure that they are placed in a form and sets appropriate to their ability with the necessary extra support.

June 2012