



Admissions Policy

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 at 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 a meeting for 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 need to apply to the Local Authority. When an admission is offered, an interview with the Headteacher must be conducted. The child will 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). Uniform must be purchased before the student starts at The John Frost School.

The school receives data from the Local Authority concerning the student's 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, their electronic file is requested from the previous school.

When the student arrives in school on a pre-arranged start day, they report to their 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 staff then arrange interpreters, get the data form filled in and then return it to the Progress Coordinator, who will choose the tutor group (in collaboration with EAL to ensure that a tutor group with support is chosen). The student may spend some time with EAL where they will be tested. If necessary, they may remain in EAL for a few days.

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