



ST. SAMPSON'S HIGH SCHOOL

New Admissions Policy

Last Review Date:	September 2024
Reviewer:	PSH
Next Review due:	September 2025

New Admissions Policy

1. New Admissions definition

Students who start St. Sampson's High School after the initial Y7 intake start.

2. Checklist

Guernsey Education collates all contact, emergency and medical details and passes on to SSSH. Once confirmed and the student is officially on roll the following needs to be completed:

- An initial start date agreed by all parties
- An opportunity to have a guided tour of the school
- All information regarding uniform, the school day, bus services and the school website given to parents
- Tutor group assigned by Head of Year
- SENCO notified where relevant
- Subject leaders in English, Maths and Science contacted regarding setting
- If KS4 student, option subject teachers are notified of the start date.
- Previous school is contacted for details of the CTF file, previous academic progress, attitude to learning and attendance. To be shared with new teachers.
- On the first day of school, the student is greeted by HOY or DHT, given a planner and class charts information. Class charts information also shared with parents.
- Throughout the first few weeks of school, HOY regularly checks in with student, assigns a buddy for the first few days and liaises with parents
- Within 2 weeks of starting, the student completes baseline GL testing in reading, English and maths.
- The DHT will look into previous significant gaps in attendance or where different content has been studied and then liaise with teachers to develop a plan for students to catch up on any missed learning. This will be monitored by the head of dept.
- HOY to meet the student around 3 weeks after starting to complete the form below together.
<https://forms.gle/ouzk9jtdvBnVMCry5>
- For any managed move to diary a half way review date with home school and family,