

# Admissions Checklist – Mid-Term Applications

Pre-Admission



<b>Child Name:</b>	
<b>Application Date:</b>	

			Completed (initials)	Date
<b>OFFICE</b>	Date of Birth:			
	Address:			
	Parent Name			
	Date of Birth			
	Start date required by parent			
	Parent Name			
	Parent Telephone Number			
	Parent Email Address			
	SEN Issues? Passed to SENCO			
	Medical/Allergies			
	Current School: Name Address Telephone Number			
	Reason for move			
<b>SLT ONLY</b>	Contact Made with Current School – Name/Position			
	Comments/Issues			

	Safeguarding Issues:		
	Passed to DSL		
	Place Agreed and Signed Off		
	Class allocated & office informed in advance of start date		
<b>OFFICE</b>	Entered as Applicant on Arbor		
	Class Teacher Informed and Start Date (Minimum 24 Hours Notice Given)		

**New starter admission checklist**

	Completed (initials)	Date
Sync Arbor with Parentpay – Activation Letter		
CTF Imported		
House Allocated (Check Sibling)		
Inhaler/Medication passed to Teacher		
Parentpay – Added to All Clubs		
Arbor Instructions and Password Reset Sent		
ParentPay Login Details Sent		
Dinner Menu shared		
Information booklet shared		
MIQUILL medical diet form		