



ADMISSIONS PROCEDURE

1. Parent/carer approaches Footprints for information leaflet and application form.
2. Names are added to waiting lists in order of date of application.
3. On return of form, child's name is added to the waiting list according to the academic year for which they might be starting Footprints if offered.
4. Acknowledgement is sent to parent/carer;
5. Admissions sub-committee meet in Spring term to assess each applicant against the admissions criteria (see policy) and to draw up a list of offers for the forthcoming academic year (September to July).
6. Offer letters sent in March, with a "return by" date.
7. One follow up call will be made to each non- respondent.
8. Acknowledgement and registration form sent upon receipt of acceptance.
9. Unfilled places will be offered according to the Admissions policy and the procedure repeated from point 5 -8 above.
10. When all places are filled, unsuccessful applicants are informed in writing.

See Also ADMISSIONS POLICY

Related Documents:-
 Information leaflet and application form
 Waiting list
 Acknowledgement of application.
 Offer letter
 Acknowledgement of acceptance.
 Letter to unsuccessful applicants.

Date reviewed.....8th September 2014

Signed.....

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