



LONGHILL

HIGH SCHOOL

Admissions Policy

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| Lead Author: | Fi Barton, Assistant Headteacher |
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Attendance Policy

SLT (I:), Policy Library, Longhill High School Policies (Ratified by Governors November 2018)

Admissions

Admissions to the school are determined by Brighton & Hove. Except in exceptional circumstances, all admissions will take place at the start of a term (See Brighton & Hove Admissions Policy.)

All new admissions are registered with the SLT member responsible for Admissions.

Head of Year to be informed and SLT to arrange a meeting with the student and parents/carers, also SENCo & INMa if appropriate.

All background information i.e. from previous school, external agencies etc. should be gathered prior to the meeting with the student and parent/carer.

Where necessary, an integration programme should be agreed between all parties before the student is given a starting date.

Managed Moves

Once a Managed move has been agreed, the same procedure should follow for a student on a Managed Move.

See schematic (over)

