

**THE WILLOWS WAY**



**WILLOWS**  
HIGH

**Admissions**  
**Policy**  
**2025/26**

# **Admissions Policy and Procedure**

## **The purpose for this policy and procedure**

The purpose of this policy is to place new arrivals or midyear admissions into the most appropriate setting in order to maximise outcomes and pupil integration.

This is the process exemplified in bullet points:

1. The Attendance Officer Secondary (AOS)/Attendance Officer Primary (AOP) makes contact with the pupil. AOS arranges the admission interview.
2. AOS/AOP liaise with Testing Officer (TO) to organise testing and pupil is invited to complete testing. This will be prior to the date of admission. Testing will be carried out at the initial interview through centrally provided assessments.
3. The details (academic and pastoral including information about all tests taken with TO) are passed to the member of SLT responsible for classes (SLTC) and the member of SLT responsible for Options (SLTO) to put the pupils in the most appropriate setting. This will be within 24 hours of testing being completed.
4. SLTC and SLTO make a decision about appropriate setting and pass info to the Options Administrator (OA) and the pupil's Head of Year (HOY). OA puts the pupil on SIMS and communicates it to the relevant HOY that invites pupil to organise induction. This will happen within 24 hours of the information being passed. Pupils name is added to SIMs 24 hours before agreed admission date so that they appear on Classcharts immediately for staff
5. The HOY makes contact to arrange a start date and an email is sent to staff communicating the new starter.
6. At the start date the pupil is given a tour, given equipment and relevant uniform items.
7. HOY also assigns a buddy and informed him/her about school rules.

## Key staff involved

| <b>Role and responsibilities</b>         | <b>Name(s)</b>                             | <b>Tasks</b>                                                                                                                                                                    |
|------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SLT in charge of process                 | <b>Marcello Lo Celso</b>                   | <b>Monitor admissions portal</b><br><b>Attend relevant admissions interviews</b><br><b>Liaise with DSL from origin school</b>                                                   |
| SLT in charge of class selection (SLTC)  | <b>Kelly Bubbins</b>                       | <b>Provide initial testing material</b><br><b>Make decision on initial grouping based on prior data and testing</b>                                                             |
| SLT in charge of option selection (SLTO) | <b>Marcello Lo Celso</b>                   | <b>Decide on available option choices</b>                                                                                                                                       |
| Testing Officer (TO)                     | <b>Olivia Davies</b>                       | <b>Complete EAL testing at admissions interview if applicable</b>                                                                                                               |
| Attendance Officers Secondary (AOS)      | <b>Amber Short</b><br><b>Donna Whitney</b> | <b>Accept applications from Cardiff LA</b><br><b>Complete background checks from previous school</b><br><b>Arrange admission interview</b><br><b>Administer initial testing</b> |
| Attendance Officer Primary (AOP)         | <b>Tracey Pearce</b>                       | <b>As above</b>                                                                                                                                                                 |
| Options administrator (OA)               | <b>Karen Goodfellow</b>                    | <b>Add pupils to SIMS as required 24 hours prior to start date</b><br><b>Contact previous school for CTF</b><br><b>Provide WO with timetables prior to start date</b>           |

|                     |                                   |                                                                                                                                                                                                                                                                                                              |
|---------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Heads of Year (HOY) | <b>Tara David - Year 11</b>       | <b>Arrange admission date with parent once informed by AO</b><br><b>Choose appropriate buddy from receiving class</b><br><b>Meet parent and pupil on admission date</b><br><b>Administer tour, give timetable and equipment</b><br><b>Arrange follow up call with parent to assess progress after 1 week</b> |
|                     | <b>Roisin Cherrett - Year 10</b>  |                                                                                                                                                                                                                                                                                                              |
|                     | <b>Marcella Sansom - Year 9</b>   |                                                                                                                                                                                                                                                                                                              |
|                     | <b>Frankie Bell - Year 8</b>      |                                                                                                                                                                                                                                                                                                              |
|                     | <b>Catherine Watkins - Year 7</b> |                                                                                                                                                                                                                                                                                                              |

School is informed of application by Admissions Team Cardiff LA

**Within 7 days** AO makes contact with parent to agree admissions interview and starts background checks. DSL informed of concerns if applicable

**Within 7 days** AO Conducts admissions interview – use the provided testing materials. DSL present if applicable. Arrange for EAL test at same time if applicable

**Within 1 day** passes testing to SLTC/SLTO

**Within 1 day** OA is informed of potential groupings/options. HOY is informed of need for admission

**Within 7 days** admission date agreed with parents, buddy identified, equipment sourced. AO informed of agreed start date

**1 day prior to Admission** AO adds relevant CTF to SIMS.

**Pupil starts school at agreed time**