



ADMISSION RESPONSIBILITIES AND PROCEDURE

(Updated February 2011)

These procedures are linked with the job description for the Director of Marketing & Admissions: unless otherwise indicated he is responsible for the actions in these procedures. He may delegate some of the following tasks to the Admissions and Marketing Assistant.

DIRECTOR

General marketing:

- Advertising
- Brochures etc
- Recruitment for entrance tests and scholarship exams

Prior to tests:

- Sending out registration material/brochures and the relevant criteria for progression
- Arranging visits of prospective parents according to the routines established

Entrance tests and admission:

- Organise entrance tests on Monday mornings and interviews on Monday afternoons (interview panel from: P/VP(A)/DT/HoF(English)/HoDESOL
- Arrange for marking by HOFs or ESOL coordinator
- Where appropriate - SEN or ESL policy to be issued and form to be completed by parents
- Language policy to be issued and form completed.
- CCA option form to be completed.
- Transcript and any statement of results to be collected.
- Pass file to Principal/VP (Academic) for decision on admission
- Send offer letter to parents to be signed by Principal

On acceptance of place:

- Send joining notes, including uniform list, booklist, handbook to parents/guardian.
- Subject choices to be collected on appropriate form*
- Pass details to VP(Pastoral) for allocation to a house and to the Curriculum Coordinator for allocation to subject groups and sets.
- Send 'Academic History' Form to Curriculum Coordinator.
- Ensure that fees are paid in advance (Bursar)
- Agree joining date with Curriculum Coordinator.
- Pass information to Curriculum Coordinator, ESL, SEN, or IBD Coordinator as appropriate.

* **Must** be made before start date. In case of IB students in doubt, invite them in to consult IBDP Coordinator, CCO years 5 & 6, VP(A) or RK prior to start date. IGCSE – refer to CCO years 3 & 4.