



## **Admissions Policy**

Auckland College is a non-denominational school for pupils aged 3 to 16 years. It will serve the local and wider community and welcome applications from parents both within and outside the Liverpool area. Auckland College is an inclusive school and we aim to provide a high-quality education for all pupils and to encourage excellence and high achievement.

This document sets out the admission arrangements for Auckland College.

### **1. Provision arrangements:**

- Parents or guardians must complete an enquiry form. This should be completed and returned to the school.
- Following receipt of the enquiry form, parents/guardians will be invited to visit the school for a tour and a meeting with the Headteacher/Director/Registrar.
- Following the meeting, if necessary, arrangements will be made for the prospective pupil to attend a taster day in order to experience a typical school day.
- Following the taster day and subject to satisfactory school references, arrangements will be made for the pupil to be enrolled at Auckland College.
- The pupil's file will be applied for from their previous school (if transferring).

### **2. Enrolment:**

Parents will complete all parts of the application form and provide a copy of the child's birth certificate and passport. Particular importance will be given to emergency contact details and medical history.

A start date will be agreed, and fees paid.

### **3. First day:**

Pupil and their parents/guardians should report to reception upon arrival.

The form teacher will come and collect them and assign a Form buddy to help settle them in.

Reviewed: Mrs S Livramento; November 2022

Next review: September 2023 (or sooner if necessary)