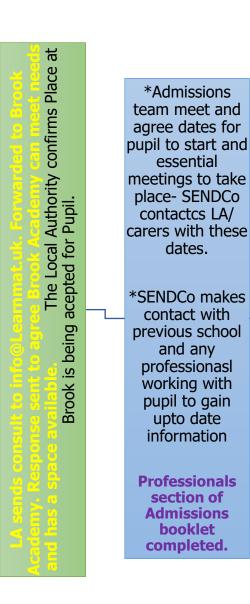
## Brook Academy Admissions Process 2023/2024



Pupil/ Carers visit to Brook Academy.

Classroom and care staff prepare Pupil Admission Booklet

Home visit from staff Home visit section of Admissions booklet completed.

Admissions meeting at Brook SLT plus Classroom staff;

Parents/ Carers completes paperwork. Pupil Admissions Booklet given to family.

Pupil either completes Literacy/Reading and SLCN assessments with HLTA/ LF or visits class.

Admissions meeting section of Admission booklet completed



Classroom and care staff prepare essential paperwork for staff: Risk Assessment and **Pupil Support** Plan - this is shared with all staff for reading via email, and key aspects are shared in briefings/ meetings.

Pupil starts has a couple of transition sessions - half days x2 morning and then afternoon

LF goes through Pupil Admissions Booklet with pupil.

Pupil section of Admissions booklet completed.