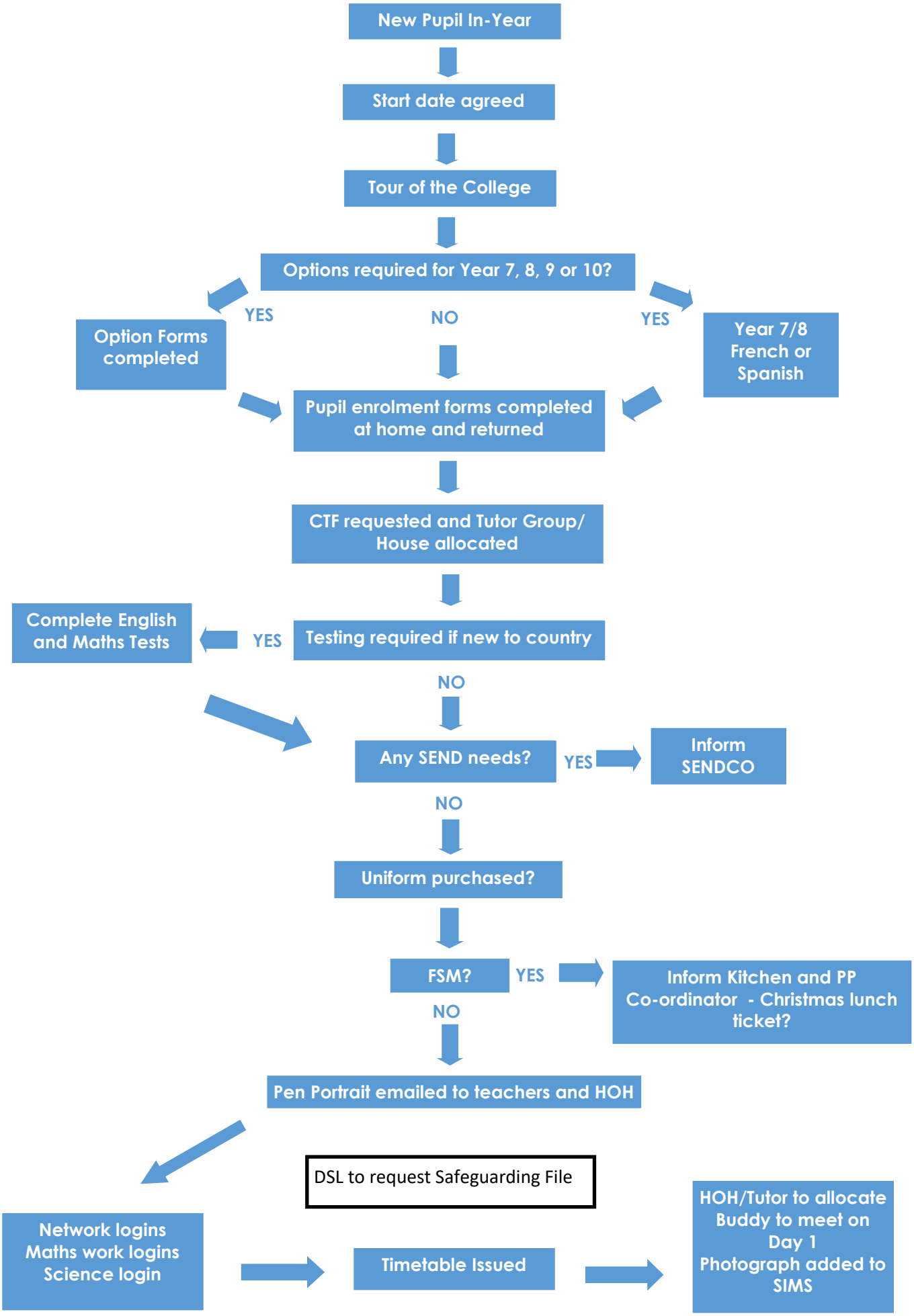
New Pupil In-Year
Start date agreed
Tour of the College
Options required for Year 7, 8, 9 or 10?
YES
NO
YES
Option Forms completed
Year 7/8 French or Spanish
Pupil enrolment forms completed at home and returned
CTF requested and Tutor Group/ House allocated
Complete English and Maths Tests
YES
Testing required if new to country
NO
Any SEND needs?
YES
Inform SENDCO
NO
Uniform purchased?
FSM?
YES
Inform Kitchen and PP Co-ordinator - Christmas lunch ticket?
NO
Pen Portrait emailed to teachers and HOH
DSL to request Safeguarding File
Network logins
Maths work logins
Science login
Timetable Issued
HOH/Tutor to allocate Buddy to meet on Day 1
Photograph added to SIMS