

In Year Admission Process:

- **In-Year Admission Application**



Parents complete and submit [in-year admission application](#) to Buckinghamshire Council

- **Offer Stage**



Bucks Council reviews applications and **makes an offer** of a school place.

Both **the school** and **the parents** are informed of the offer.

Where no spaces are available, parents are informed by **Bucks Council** that they have been unsuccessful and are offered the opportunity to add their child to the continued interest list.

- **Acceptance of Offer**



Parents accept the school place via **Bucks Council** portal.

Bucks **formally notifies Great Missenden** of acceptance.

- **Initial School Contact**



Upon receiving confirmation, **Great Missenden School** **contacts parents** by **phone or email** to welcome them to the school and begin arrangements.

- **Start Date & Visit Arrangements**



Great Missenden and **parents** agree a **suitable start date** for the child.

A **school tour** and/or **meeting with the new class teacher** is arranged between school and parents.

- **SEND and Additional Needs**



For children with **SEND or other identified needs**, the **Inclusion Department** contact parents directly to discuss what additional support or reasonable adjustments may be required to ensure a smooth transition.

- **Induction Confirmation**



Great Missenden sends induction paperwork confirming:

- ☐ The **start date**
- ☐ The **class teacher's name**
- ☐ Key **induction information** (e.g. timetables uniform, lunches, communication methods)

- **Parents to complete admission paperwork**



Parents to complete all admission paperwork before the start date, including emergency contact details, medical or dietary information, and any additional needs. It is also **recommended that parents inform their child's current school** of their leaving date.

- **Child Starts at Great Missenden**



Child begins their transition, supported by the **class teacher and relevant staff** to ensure a smooth start.

Great Missenden contacts child's previous school to confirm start date and request Common Transfer File and Safeguarding and SEND files. When CTF is received and uploaded EAL, PP, FSM medical needs can be identified if not already been flagged by the parent.

- **Follow-Up and Ongoing Support**



The **Families and Child Coordinator** follows up with the child and their family to check that the transition is going smoothly and that appropriate support remains in place.