

## Year 7 no shows checklist for allocated secondary schools

<u>When</u>	<u>What</u>
<b>Last week of February each year</b>	<ul style="list-style-type: none"> <li>• Check listing via SAM of pupils allocated a year 7 place <input type="checkbox"/></li> <li>• Prepare 'welcome' communication for each child. <input type="checkbox"/></li> </ul>
<b>1 March</b>	<ul style="list-style-type: none"> <li>• Send 'welcome' communication to each child. <input type="checkbox"/></li> <li>• Enclose admission form with return date of four school weeks. <input type="checkbox"/></li> </ul>
<b>During those four school weeks</b>	<ul style="list-style-type: none"> <li>• Liaise with Admissions and Transport service to ensure that any declined places are notified to the team with details of alternative arrangements made by parents where known. <input type="checkbox"/></li> </ul> <p><a href="mailto:Admissions@eastsussex.gov.uk">Admissions@eastsussex.gov.uk</a> 0300 330 9472</p>
<b>Four school weeks after 1 March</b>	<ul style="list-style-type: none"> <li>• Chase up any parents/carers who have not responded using contact details in SAM. <input type="checkbox"/></li> </ul>
<b>During term 5</b>	<ul style="list-style-type: none"> <li>• If a response is not forthcoming after several attempts please contact the child's current school to establish contact details are correct and whether child still requires a place. <input type="checkbox"/></li> <li>• If this is not successful please liaise with Admissions and Transport service to establish whether an alternative destination is known. <input type="checkbox"/></li> </ul>
<b>Taster day</b>	<ul style="list-style-type: none"> <li>• Any inexplicable no shows should be flagged up with primary school and Admissions and Transport, and contacted to find out whether they still require the place. <input type="checkbox"/></li> <li>• Any students who show up, but whose details are not in SAM, should also be flagged up in the same way, as they have not been offered a place with you! <input type="checkbox"/></li> </ul>
<b>New School Year</b>	
<b>Day one of term one in September:</b>	<ul style="list-style-type: none"> <li>• Any student who does not show up (and is not reported absent by the parent/carer in the prescribed manner) should be contacted using all available contact details. <input type="checkbox"/></li> </ul>
<b>Days two to nine of term one:</b>	<ul style="list-style-type: none"> <li>• Attempts to contact should continue: speak to friends of student/siblings if on roll, primary school and Admissions and Transport Service. <input type="checkbox"/></li> <li>• Police welfare check and home visit. <input type="checkbox"/></li> </ul>
<b>Day ten:</b>	<ul style="list-style-type: none"> <li>• CME referral. <input type="checkbox"/></li> <li>• Continue attempts to contact family until: <input type="checkbox"/></li> </ul>
<b>Day twenty:</b>	<ul style="list-style-type: none"> <li>• if all attempts to contact have failed, seek agreement of CME officer to off roll and submit off roll form. <input type="checkbox"/></li> </ul>