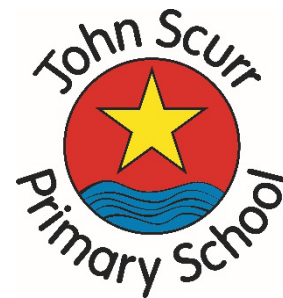


John Scurr Primary School
Cephas Street
London E1 4AX
Tel: 0207 790 3647

Email: admin@johnscurr.towerhamlets.sch.uk
www.johnscurrprimary.weebly.com

Headteacher: Maria Lewington



Admission Arrangement

Reviewed by:	General Governing Body
Date Implemented:	
Date Amended	2025
Next Review:	2026
Ratified by Governors:	2025
Governor Signature:	 

Admission/Off Roll Process



Inform teachers of potential leavers



Confirm with pupil's potential school if admission has been completed and start date.

- Email the school and obtain written confirmation.
- Call if required.



Once confirmation obtained –

- On RM Integris, enter child's destination school and leave date under enrolment tab.
- Export CTF by going into Administration > Import & Export.
- Safeguarding team to prepare any safeguarding information of the pupil. (CPOMS)



On pupil's start date – Call/email their new school and confirm that they have started.

- Once confirmation received – Send pupil's CTF securely via S2S.
- Safeguarding information to be sent/posted.
- Folders/Other relevant documents of the pupil to be sent to the new school.
- On RM Integris, note pupil's start date at new school.
- Off roll the pupil by clicking on "Move to Former Roll" from student details.
- UPDATE SAMs with current numbers in the Year Group.

Enrolling Pupil

Offers received from LBTH on SAMs. Check SAMs for pupil's information, Name, DOB, Address, Contacts etc.



Once an offer letter has been sent to parents by LBTH – contact parent to arrange admissions/school tour.

- Call/email parent to book admissions appointment and school tour.
- Inform parent to provide pupil's birth certificate, passport and x2 proof of address dated within the last 3 months



On the appointment, parents are to complete the admissions pack and provide documents.

- Provide parent with the admission pack
- Take copy of pupil's passport, birth certificate and x2 proof of address (Utility bills, bank statement, driver's licence, council tax bill etc) dated within the last 3 months.
- Check the admission form has been completed and signed.
- Let parent know of their child's start date.
- Email parent to confirm start date



Once parent has completed all the paperwork. Notify the teacher of the pupils start date and add the pupil onto RM Integris.

- Email class Teachers/SLT of the new starter.
- Add pupil on RM Integris. Click on "Add" on top right corner in Student details.
- Click on "Modules > Administration > Admissions > Transfer to current roll" to enrol the pupil into their class register

Request for pupil UPN/CTF and relevant folders and documents/safeguarding info from their previous school if applicable.

- Email/Call previous school to send UPN/CTF and relevant documents/folders.
- Download CTF from S2S if the school sent it there.
- Import pupils CTF onto RM Integris. Click on “Modules > Administration > Import & Export > CTF Import”



UPDATE SAMS

- Click on Round Management in Syngers SAMS and update year group numbers on roll.