



Founded 1899

Broughton High School

Appendix 2

Pupil Enrolment Information – Admissions Checklist

Name of Student	
D.o.B	
Previous school	
Request place in (year group)	
Contact telephone number	
Contact email	
Date of initial application/enrolment form completed	
Reason for move to new school	
Appointment time and date	
Emergency contact details	
Medical info: any conditions, allergies; details of doctor	
Appropriate proof of ID/address copied	
Tutor group/point class allocated/course choice completed	
ASN requirements	
School information/uniform expectations issued	
Meeting with Guidance/Start Date	
Registration Class/ Guidance Teacher	
Any other relevant info, eg subjects / levels requested	

Interviewer: _____

Date: _____



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Pupil Enrolment Information – Bilingual Student Additional Information

Languages spoken at home	
Interpreter required? Language?	
How long has student been in UK?	
Does the student attend any other language schools/classes?	
Is there someone at home to support with homework using English? Home Language?	
Can the student use a dual language dictionary?	
Assessment by EAL staff?	
Letters required in home language?	
Passport and Visa check (if appropriate)	Passport <input type="checkbox"/> Visa <input type="checkbox"/>
Queries passed to Grants, Awards & Placements, and / or Social Work.	Please give details
Any other relevant info	

Interviewer: _____

Date: _____

