

# **Induction and Admissions** **Procedures and Policy**

## **New End Primary School**

**Date Completed:      Spring Term 2023**

**Review Date:          Autumn Term 2024**

### **Rationale**

New End Primary School serves a diverse local community. This community is continuing to evolve and change. Over the past ten years, new communities have emerged speaking many different languages. This procedure seeks to address the needs of all pupils who enter our school from Year One upwards at the start or mid-phase through an academic year.

At New End we recognise that:

- All children are entitled to education and access to the whole school curriculum.
- Children may join the school for a variety of reasons. Some children who arrive during the school term may have experienced difficulties. This may include being homeless and in temporary accommodation, having attended several schools already, having a disrupted education, recently arriving from another country or being a refugee or asylum seeker who has fled from armed conflict and persecution.
- Parents and carers need to be welcomed and involved so we can teach children effectively.

### **Aims**

- To provide a warm welcome for all children and their parents/carers including those who arrive mid-phase, and reassure them that our school is a safe and caring environment.
- To provide children and families with effective information about our school, the curriculum and local area.
- To ensure that children with medical needs are properly assessed on entry to the school.
- To record relevant information about a child's background and previous educational experiences.
- To acknowledge and celebrate the skills and knowledge that new children bring to the school.

- To ensure that children's wider needs are addressed through coordination with other agencies and services.
- To develop strategies to encourage new pupils to make friends and have positive peer support.
- To enable each child to participate in the curriculum at an appropriate level.

We aim to add something positive to the life of every child who attends New End Primary School whether this is for one day or for the whole of their primary schooling.

## **Whole school procedure for welcoming new pupils who arrive at school mid-phase**

Children who enter New End in the Nursery or Reception classes attend an open morning / afternoon prior to the Summer holidays. This enables the children and parents to meet the staff working in their classrooms. It also provides parents with the opportunity to meet with the Headteacher and for school expectations and routines to be explained.

The following whole school procedure for admissions for children in Years One to Six follows. This identifies key roles for different members of the school staff. However, we recognise that all staff and children in the school have a role in welcoming new arrivals.

### **School office staff will:**

- welcome families who visit the school to enquire about school places
- notify parents of start dates for Nursery and Reception children
- telephone parents for all in year admissions and
  1. request the following information – names used by child, first language, level of English, previous school
  2. give a start date for the child which will start with a meeting with the headteacher
- ensure Class Teacher has prior knowledge of new pupil's arrival so that preparations can be made and invite them to the office to read admission form which contains important background information
- where appropriate, and if information is known, ensure EMA coordinator is informed of pupils arriving who have English as an additional language
- where appropriate, and if information is known, ensure SENDCO is informed of pupils arriving with identified SEND
- on starting, assist families in completing a school information form
- assist the families in applying for free school meals, where appropriate
- ensure the families are aware that newsletters are sent via email or can be seen on the school's website each week. Parents should be informed to notify the headteacher by email if they wish to receive the newsletter directly.

**The Headteacher will:**

- welcome and interview new families and children
- ensure the family receives a tour of the school. If the enrolling child has EAL, a tour should be supported by children who speak the same first language as the newly arriving family wherever possible
- ensure families are clear about school procedures e.g. absences, school meals, healthy eating policy, etc
- discuss with the family any particular requirements of the pupil e.g.: dietary needs, etc.

**The class teacher:**

Will ensure that the new child is welcomed:

- by making sure that the information form is read
- by acknowledging children's previous learning, achievements, language, experiences and cultural background
- by building on and extending children's existing progress and achievement
- by disseminating information to classroom assistants

Ensure that the class is a safe and welcoming place for all newly arrived children:

- by preparing a coat hook, tray, books and appropriate equipment
- by preparing existing pupils for new arrival by asking them to empathise with their feelings
- by helping children to learn class routines, rules and expectations
- by choosing class "friends" to help guide new pupil through their first weeks, explaining rules and routines and ensuring their social inclusion

**The Headteacher / SENDCo will:**

- assist in welcome interviews, where appropriate
- where possible, welcome children and their families on the admission day
- if required, provide families with relevant school information which has been translated or interpreted where appropriate
- maintain a record of newly arriving/arrived pupils with EAL/SEND
- monitor how new arrivals with EAL/SEND are settling in
- liaise with class teacher on progress of newly arrived pupils with EAL/SEND
- develop effective ongoing communication with children and families with EAL/SEND
- if newly arrived pupil is learning English as an additional language, ensure a pupil profile, including a language assessment is completed within three weeks of arrival and this information is passed to class teacher and the office staff
- support class teacher in strategies and resources for accessing the curriculum if required
- support classroom assistants in supporting new pupils with EAL/SEND