St Mary's Catholic Primary School

Achieving Ambitions

NEW PUPIL POLICY

We guide our pupils on to the path to achieving their ambitions.

On their journey, they **Love** *one another,* **Learn** *to achieve excellence,* **Laugh** *through enriching experiences and* **Live** *life to the full.*

Drafted by	Senior Leadership Team
Approved by Governors	Not Required
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INTRODUCTION

This New Pupil Induction Policy relates to pupils entering the school at other than normal times. At St Mary's the normal entry point would be at the beginning of Reception. We have an increasing number of pupils who enter the school at other times in the school year.

This presents the following challenges for the pupil, their parents and the school:

- Research has shown that changing schools can impede pupils' academic and social progress.
- They may have difficulty adapting to different styles of teaching and learning and it can take their new teacher a while to establish their strengths and areas for development.
- Making new friends and settling into a new school can be a daunting prospect for children.
- Parents may worry about disrupting their child's education and be unsure about the best way to help them.
- The school will find target setting for each cohort difficult when the children are constantly changing.
- Practical arrangements for the induction of new pupils take considerable teacher time and the arrival of new children disturbs established friendship groups and can lead to an unsettled period for groups of children.

We hope that the measures outlined in this policy will help minimise the difficulties associated with mobility and ensure that pupils arriving at St Mary's maintain their progress and settle happily into school life.

There will be an established set of procedures for induction and support from the school office, Learning Mentor, class teacher, teaching assistant and assessment Subject leader.

Prior to Admission

- Parents/carers will be encouraged to visit the school with their child and have a guided tour from a member of SLT. They should be given a copy of the school prospectus, information on uniform and any other relevant materials.
- If parents decide to proceed with the application, they need to apply online via the Local Authority.

The family will be encouraged to talk with the child's current school about their thoughts about leaving, and to put the executive Head or Head of School at St Mary's into contact with the current school so that both schools can liaise over the next steps.

St Mary's will also notify the Chair of Governors and Chair of the Admissions Committee that the process is underway for a new child to join St Mary's mid-year. The executive Head or Head of School can discuss the case with governors if school or governors believe that to be necessary.

Once admission to St Mary's has been agreed:

- The child's details should be added onto SIMs prior to the first day so that their name appears on the register.

- Where possible the office staff will contact the child's previous school to gather information, previous school report and relevant data.

- Parents/carers to complete a medical form and any medication to be given to a designated member of staff (who will meet the pupil on arrival), where it will be recorded (and communicated to all relevant staff using normal procedures) and put into the medical cupboard.

- It is also parents'/carers responsibility to pass on details of any specific medical needs or end-of-day collection information, which will be recorded on school systems and also passed on directly to class teachers and other relevant staff.

- The office staff contact the child's previous school. If the school uses CPOMs St Mary's would request a pupil record transfer either via CPOMs or by post.

<u>Support on the first morning will include the following:</u>

- The Class Teacher will meet the new pupil at the front office and take them down to the classroom

- The TA who normally works with the pupils will help with settling in and familiarise the new pupil with school organisation and routines.

- A "buddy" will be identified for the pupil to help them in class and at playtime/lunchtime.

- A guided tour of the school will take place with the buddy, including introductions to staff.

- Prior to the child starting the class TA will organise a labelled coat peg and tray, and books for the different curriculum areas.

- The TA will talk through the class timetable and routines

- The class teacher will familiarise the child with the behaviour policy – rules, rewards and sanctions.

- The teacher will give a general overview of the pupil's first day at St Mary's to parents/carers at end of day collection.

Within the first week of the pupil starting at St Mary's

- Any outstanding data will be collected from the pupil's previous school

- A safeguarding Letter will be sent to the child's previous school. Any safeguarding concerns will be transferred onto the school's CPOMs system and a phone call will be made to the DSL.

- A "best fit" assessment will be added to target tracker for the different subjects.

- The new pupil will take an Accelerated Reader Star Reading Test (KS2) and/or read with an adult, and then be given an appropriately-levelled reading book as a result.

- New parents will be given information on homelearning, PE days and where to find the curriculum overview for that term.

- A house point team will be assigned to the new pupil so that they can purchase the corresponding house team PE t-shirt.

School staff will continue to liaise with the family as much as necessary, to ensure that the pupil is feeling settled into their new school – and that the family are receiving all the usual communications and invitations. The family will be encouraged to ask if they have any questions or feel they or their child require any further support.