

# Earlsmead Primary School

## Admission and Induction Policy

<b>Policy summary</b>	Actions and timeline for midterm admissions.
<b>Affects</b>	Pupils, Parents & Carers
<b>Drafted by</b>	Sarah Drummond
<b>Status</b>	Non-Statutory
<b>Approved by</b>	Headteacher
<b>Last approved revision date</b>	February 2022
<b>Next review date</b>	February 2024
<b>Related policies, procedures and forms</b>	Attendance Policy

## INDUCTION PROCEDURE FOR MID-PHASE ADMISSIONS – (whole school approach)

### ON REGISTRATION

ACTION	STAFF RESPONSIBLE
Parents to contact Haringey/given an admission form /Haringey to inform parents of possible places in schools of preference	Haringey

### BEFORE ADMISSION DAY

ACTION	STAFF RESPONSIBLE
Office to have details of new children from Haringey.	Admin
Details to be put on Integris in a holding area.	Admin
Admin to contact parents/carers of new children to see if they are currently attending school, have EAL or any medical or special needs. Admin to suggest potential start date and date for admission paperwork session.	Admin
Admin to contact previous school to see if there were any concerns re CP, SEN, Attendance, Behaviour or difficulties with parent/carer	Admin
Select new class according to class size, language, gender, SEN (where possible)	AHT Inclusion or SLT Year Group Lead
Admin to check the availability of class teacher (AHT: Inclusion if there are serious concerns from previous school) to arrange to meet the parent before child's arrival	Admin
<p>Admission session part 1: Paperwork. Parent to complete and sign the following paperwork:</p> <ul style="list-style-type: none"> <li>● Admissions Form</li> <li>● Free School Meals form</li> <li>● Child Protection Policy</li> <li>● IT Agreement.</li> </ul> <p>Parents to bring either a passport or birth certificate.</p> <p>Parents to be given the following policies and information:</p> <ul style="list-style-type: none"> <li>● Behaviour and Anti - bullying Policy</li> <li>● Safeguarding Policy</li> </ul>	Admin

<ul style="list-style-type: none"> <li>• Term Dates</li> <li>• Lunch Menus</li> <li>• Information about Breakfast Club, After School Club and the Children's Centre</li> <li>• Information on where to buy school uniform.</li> </ul>	
Admission session part 2: Meet the parent. Teacher and or AHT: Inclusion to interview and induct parents - See Appendix 1 children who have EAL and Appendix 2 for questions to children who do not have EAL	Class Teacher or AHT
When admin receive information and reports from previous school they are to file centrally and let relevant staff members know that it has arrived.	Admin
Admin to inform class teachers of start date, deadline for baseline and to diary this deadline.	Admin
Class teachers to prepare class for new arrival: <ul style="list-style-type: none"> <li>• Pegs and drawers labelled with their names</li> <li>• Workbooks labelled</li> </ul>	Class Teacher

#### ON ADMISSION DAY

ACTION	STAFF RESPONSIBLE
Inform class of a new arrival/give a day's notice	Class teacher
Explain class rules, show class resources ,provide work books, tray /peg with own name,	Class teachers/buddies
Select two buddies for new arrival	Class teacher
Buddies to show the child around the school. (Year 3 and above) TA to show younger children around the school.	

#### AFTER ADMISSION DAY

ACTION	STAFF RESPONSIBLE
After four weeks EAL children to have a baseline assessment completed by class teacher. This is via The Bell Foundation	Class Teacher

assessment tool.	
Assessment to be uploaded into the child's particular class in the Inclusion Area	Class Teacher
If child does have EAL assessment is to continue for three terms after initial assessment.	Class Teacher and EMA Lead

### **Earlsmead Primary School Nursery Admissions Criteria**

At Earlsmead school children are prioritised in order of the following criteria:

1. If the child has a Special Need
2. A referral is made from Social Services/ is a Looked After child
3. The child's date of birth
4. Siblings in the school
5. Catchment area
6. In order of receipt of the application form

**Please note:** If Parents/Carers do not respond to letters and phone calls with regards to the offer of a place, then the next child on the waiting list will be allocated the place instead.

## Appendix 1

Questions to ask parents of children who have EAL.

### CHILD DETAILS

How is the child's name pronounced? <i>Note it down phonetically to act as a reminder.</i>
What name would the child prefer to be called at school, if different?
When did the child arrive in the UK? <i>Note down month of arrival – this can be recorded in Intergris</i>
Did the child arrive in UK with the parents? <i>It may be the case that the child came to the UK at an earlier or later date than one or both of the parents.</i>
<i>If the child came to the UK at a later date than their parents - Who did the child live with in the country of origin?</i>
What languages does the child understand?
What language can they read in?
Do they enjoy reading and what books do they like?
What language can they write in?
Favourite and not favourite subjects.
Length of any gaps of schooling
Any further information that may require sensitivity?

## Appendix 2

Questions to ask parents of a child who is not EAL.

How is the child's name pronounced? <i>Note it down phonetically to act as a reminder.</i>
What name would the child prefer to be called at school, if different?
What is the reason for changing school.
What languages does the child understand?
Do they enjoy reading and what books do they like?
Favourite and not favourite subjects.
Length of any gaps of schooling
Any further information that may require sensitivity?