



Rosendale Primary School and Children's Centre

Rosendale Road, West Dulwich, London SE21 8LR Tel 020 8670 4962 Fax 020 8761 9997

Email info@rosendale.cc

MID TERM ADMISSION POLICY

Last reviewed: November 2017

Next review: November 2018

SLT owner: Headteacher

Distribution: Staff and governors

Rosendale Primary School is committed to providing an effective admissions and induction programme for all pupils new to the school. We recognise that children may join the school for a variety of reasons. Some pupils may have moved into the area or may have experienced difficulties such as being in temporary accommodation, having attended several schools already, having a disrupted education, having recently arrived from another country or being a refugee or asylum seeker who has fled from conflict or persecution. We ensure that parents and children feel welcomed so that the children settle into school as quickly as possible and become confident learners.

Aims

- To provide a warm welcome for newly arrived children and families
- To ensure a clarity of duty between the parent/carer and the school
- To enable children to be quickly integrated so they can be taught effectively
- To provide children and families with necessary information about our school
- To record relevant information about a child's background and educational experience
- To develop strategies to encourage new pupils to make friends and have positive peer support
- To ensure that children's wider needs are addressed through coordination with other agencies and services
- To acknowledge and celebrate the skills and knowledge that new pupils bring to the school
- To ensure that an appropriate handover procedure is in place at the end of the day.

Mid- term admissions procedure

This whole school procedure for mid-term admissions identifies key roles for different members of the school staff although we recognise that all staff and children in the school have a role in welcoming new arrivals. An admissions checklist has been compiled for all staff involved in the admissions procedure.

The School Office will:

- Welcome families who visit the school to enquire about school places
- Direct families to Lambeth's Admissions procedures
- Check if there are any Special Educational Needs and Disability (SEND) issues then liaise with SEND co-ordinator (SENDCo) if needed.
- If a child has English as an additional language (EAL) speak to EAL co-ordinator.
- Assist the families with Free School Meals application

- Give families a tour of the school with introduction to Headteacher/Deputy Headteacher (if available)
- Arrange for translator for interview, if necessary
- Make admissions package with all necessary forms, book bag, school uniform information etc. for each new admission
- Inform class teacher re new arrival date. Allow at least 2 days before the start date, wherever possible, for preparation time and check that the start date does not clash with teacher's planning and preparation time or outings
- Contact previous school for information and chase up weekly until received.

The SENDCo will:

- Contact previous school for in depth information where necessary (i.e. concerns raised)
- Set aside time for admissions interviews (if needed)
- Liaise with the office to place child in most appropriate class e.g. where the home language is spoken, where pupils will be most supportive.

The deputy headteacher with responsibility for mid-term admissions will:

- Allow approximately half an hour to meet with the parent and child.
- Conduct interview in quiet place
- Check families have been given information about uniform, school day times in welcome booklet.
- Ensure child/family is introduced to new class and two welcome buddies
- Fill in emergency contact form with parent.
- Liaise with class teacher and other relevant staff where child has special needs.
- Arrange for phased start /special meeting with parents/carers and relevant outside agencies before admission, where the need arises.
- Meet individual new arrivals and/or welcome buddies to review the first 2 weeks
- Direct to SENDCo and EAL co-ordinator if necessary.

The school office will:

- Give families information about uniform, school day times (in welcome booklet)
- Complete admissions form noting phonetic spelling of child's name for correct pronunciation
- Enter data on SIMs
- Email all teaching and support staff to let them know about new child.
- Inform the support staff, teacher and kitchen about any allergies etc.
- Fill in pupil medication form in office, where appropriate
- Contact previous school for records
- Place note in teachers register stating arrival of new child's records.

Class teacher will:

- Label exercise books
- Disseminate relevant information to teaching assistants
- Allocate seat at most suitable table with supportive peers
- Label tray and coat peg where needed
- Ensure buddy system in place and maintain until no longer necessary
- Ensure correct spelling and pronunciation of child's name is shared with class
- Involve class in ideas to welcome new child e.g. make welcome card, learn hello in home language, bring in artefacts, books, maps etc.
- Have books, pictures etc. (where possible, depicting positive aspects of child's culture)
- Acknowledge children's previous learning, achievements, language, experiences and cultural backgrounds
- Complete a baseline assessment within the first two weeks then follow up as necessary

- Liaise with SENDCo if SEND and EAL coordinator if EAL
- Meet the parents/carers within two weeks of arrival
- Inform pupil wellbeing officer.