

George Green's School Admissions and Induction policy and procedures for In-Year admissions, including New Arrivals.

Aims

- To provide a warm welcome for our students and their families, to reassure them that school is a safe and caring environment.
- To provide children and families with accessible information about the school, curriculum and about the local area.
- To record relevant information about a child's background and previous educational background.
- To acknowledge and celebrate the skills and knowledge that new children bring to the school.
- To ensure that the child's wider needs are addressed through co-ordination with school agencies and services.
- To develop strategies for new students to make friends and have positive peer support.
- To enable each child to access the curriculum at an appropriate level.

Roles and responsibilities of admissions and induction.

The Office Staff

- Welcome families who contact us to enquire about school places.
- Provide families with information about the school.
- Refer families to the Borough for further information.

Head of Year

- Arrange date and time for the welcome interview.
- Record information on in-house admission form and inform parents/carer of time and place of meeting.
- Prepare forms and materials for welcome interview and arrange interpreter if possible or necessary.
- Welcome student and parents on admission day.
- Fill in admission form and conduct admission interview and respond to parent's questions and concerns.
- Collate information about the child's prior experience.
- The Home- school agreement should be explained to families and signed during this interview. (1 copy is given to the parent and 1 is kept by the school.)
- Discuss school routines rules and school procedures, give out the Routines and Expectations booklet.
- Inform families about what they need to do to apply for free school meals if appropriate.
- Follow the timeline activities below and inform staff of impending arrivals, including through Monday briefing.

Heads of Faculty

- Allocate students to appropriate groups and inform members of staff of group allocations.
- Inform HOY of group.

EAL department where appropriate

- Attend the admission's day meeting; introduce the EAL support policy to the parent and child. Where this is not possible HOY to use the prompt questions that HBO has provided*
- Liaise with Head of Year and Heads of Faculty so as to compile the most suitable timetable to meet the needs of the child.
- Arrange an initial a reading and writing assessment to allocate an EAL stage assessment on the child's first day.
- Collect relevant data on the Child's background.

- With the Head of a Year appoint a suitable buddy who will stay with the child during their first week. If possible the buddy should be a confident child who speaks the first language of the new child.
- Monitor the settling in of the new learner and liaise with subject teachers on the progress of these new arrivals.
- Arrange a mother tongue assessments if there are concerns about the student's progress (consult with the SENCO and SEN teams).
- Maintain regular contact with the learner's family during the settling in period.
- Arrange for appropriate support in lessons and in academic support.

* EAL questions

1. When did the student arrive in the UK?
2. Where were they living before?
3. Have they been to school in the UK? How long for?
4. Did they go to school in their previous country?
5. How many years did they go to school for?
6. Has there ever been a time when they haven't been to school? (any gaps in education?)
7. What language do they speak at home?
8. What language do they feel most confident in?

Timeline Activities

What	Who	
Email from LBTH arrives. Emails for checks to go round and Part Bs to be passed to HOYs.	PHa	
If admissions is via FAP then Admissions meeting is to be run by AH Inclusion with other staff where appropriate. Integration into school is to be decided on a case by case basis and may include a part time timetable or work via our IEU in the first instance.	EGr	
HOYs check Part B and if necessary contacts previous school	HOY	
EGr co-ordinates Social Care and police background checks.	EGr	
Contact the parent/carers with the appointment times and either, post the application packs to them, or if the appointment is in the same week, leave one at reception for them to either collect or fill in before their interview time.	PHa / HOYs	

<p>HOY / LM invite the parent/carer and student in for interview and informs parent/carer of Induction Day date if felt necessary (e.g. if student is EAL, or vulnerable in any other way they are to begin on a part time timetable). In meeting discussion to take place re timetable/options. Start day is to be Monday for all year groups and students are to have a timetable prior to starting.</p>	<p>HOY/LM</p>	
<p>Prior data and details of the student are emailed to HOFs on the day of or after interview. Sets and classes allocated to be emailed to HOYs.</p> <p>If HOFs do not provide details TJe to be informed.</p>	<p>HOF</p>	
<p>HOYs pass PHa the completed forms to be inputted into SIMS. PHa /DMu contact previous school for UPN, school files and CTFs and also notify the Borough and then file the form.</p>	<p>PHa /DMu</p>	
<p>HOY/ LM decides on tutor group.</p> <p>Prior data and details of the student are emailed to all staff.</p> <p>Complete timetable details are placed on the Service Desk to be completed by JRe.</p>	<p>HOY / LM / JRe</p>	
<p>HOY to liaise with ICT Technical Support Team for usernames and passwords for all new students.</p>	<p>HOY / ICT Team</p>	
<p>Students start on shortened induction if necessary for half a day. All students complete the below on the first day. Students are not to start without a timetable.</p> <ul style="list-style-type: none"> - A tour around the building with a buddy - Fingerprint done for lunches - Photo organised <p>All to complete some form of testing within the 1st 2 weeks (CATS / department papers)</p>	<p>HOY / JJo / ARo</p>	
<p>After 2 weeks HOY gathers information about the new student from relevant staff and a courtesy phone call to be made to parent/career of progress. Meeting to be organised if necessary.</p>	<p>HOY</p>	