



ADMISSIONS POLICY

Introduction

Ravenscroft Primary School serves a diverse local community. Although a large part of the school population is stable, a number of other children and their families are mobile. This means the community continually evolves and changes.

Rationale

At Ravenscroft Primary School 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.
- Parents and carers need to be welcomed and involved.
- Some pupils who arrive during the school term may have experienced difficulties. This may include :
 - (a) being homeless and in temporary accommodation
 - (b) having attended several schools already and having a disrupted education
 - (c) having recently arrived from another country or being a refugee or asylum seeker who has fled from armed conflict and persecution

Aims

At Ravenscroft Primary School we aim:

- To provide a warm welcome for children and their parents/carers who arrive mid-phase. We aim to reassure them that our school is a safe and caring environment.
- To provide children and families with accessible information about our school, the curriculum and the 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 value the experience, knowledge and skills that new children bring to the school.
- To ensure that children's wider needs are addressed through co-ordination 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 make good progress and participate in the curriculum at an appropriate level.

WHOLE SCHOOL PROCEDURE FOR ADMISSIONS

This policy 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
- Direct them to London Borough of Newham Pupil Services in respect of applying for a school place.
- Liaise with the appropriate staff to arrange a date and time for the welcome interview

Staff responsible for admissions will:

- Arrange a date and time for the welcome interview
- Prepare forms and materials needed for welcome interviews
- Liaise with class teacher at previous school as and when appropriate
- Welcome and interview new families and children
- Complete the New Pupil Admission forms and other related documentation with parents and carers
- Provide the family with a 'welcome' pack
- Hand over the admission form to the school office
- Provide details of the new admissions to the class teacher
- Ensure that Stage of English information is conveyed promptly to Class Teacher where relevant
- Identify the family's wider needs, where appropriate and signpost family to relevant agencies and services if help requested
- Liaise with the Assistant Head for Inclusion where necessary
- Monitor how new arrivals have settled into school
- Liaise with Class Teacher on the progress of new arrivals, where appropriate
- Work with the Class Teacher on strategies to support the integration and achievement of the new pupil where needed
- Introduce the new pupil to other children who speak the home language where applicable
- Where appropriate a member of school staff will support and assist with settling in
- Encourage new arrivals to attend after school clubs as a means of integrating into school
- Liaise with parents/carers where there are concerns
- Attend in-service training to support professional development

Class Teachers and Support Staff will:

- acknowledge children's previous learning, achievements, experiences and cultural backgrounds;
- build on and extend children's existing progress and achievement;
- disseminate information
- liaise with the Safeguarding Officers and Assistant Head for Inclusion as appropriate;
- ensure that the class is a safe and welcoming place for all newly-arriving children by:
 - (a) helping children to learn class routines, rules and expectations;
 - (b) preparing pupils in the class for new arrivals;
 - (c) preparing a coat hook, tray, books and equipment as appropriate;
 - (d) encouraging class 'buddies' to support new arrivals in the initial two-three weeks of admission.

This policy was agreed on

March 2015

Policy to be reviewed by:

October 2017