



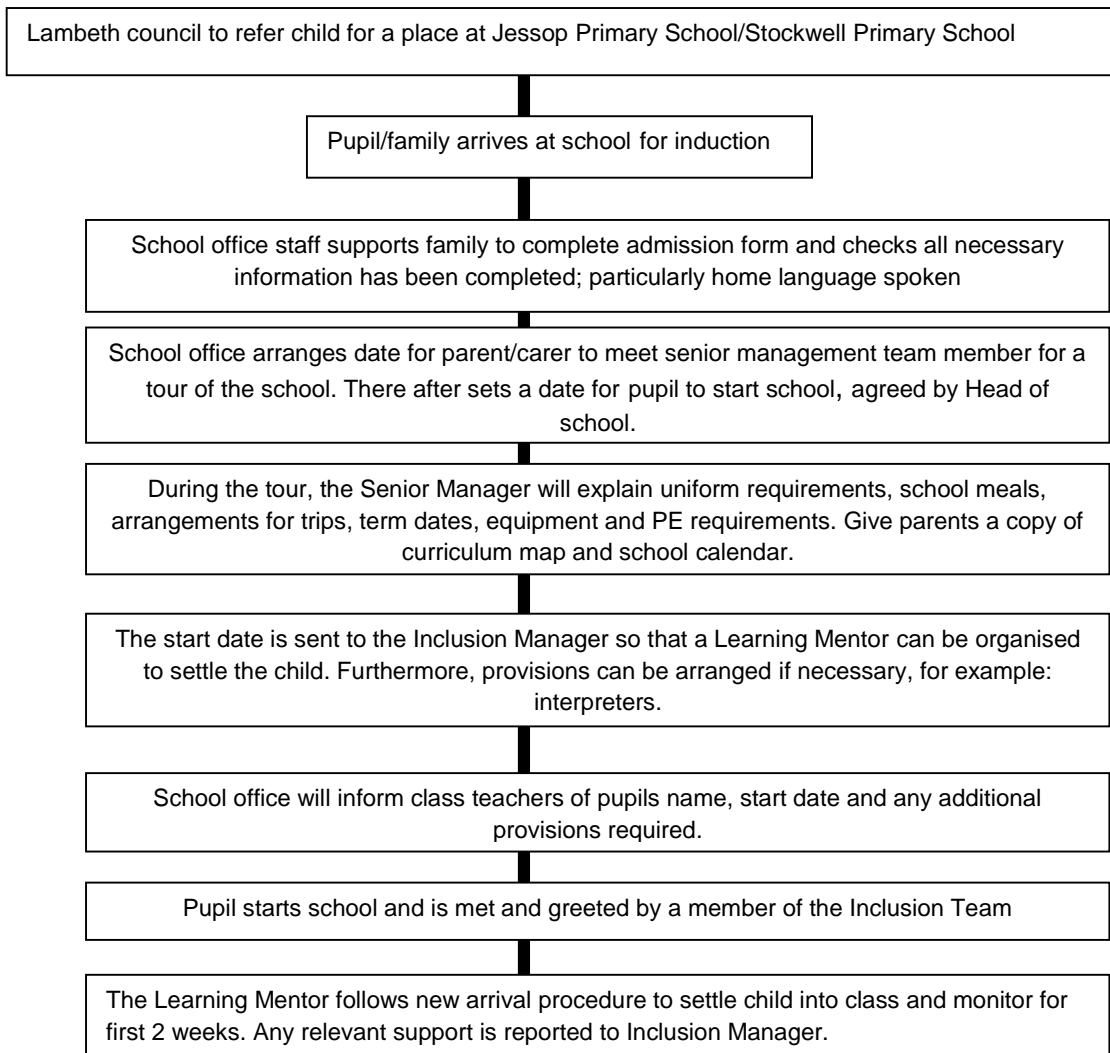
Jessop Stockwell Federation

New Arrivals Policy

Introduction

At the Jessop Stockwell Federation we strive to ensure that every pupil feels welcome. It is essential to have a smooth transition for every new arrival. We aim to settle in new arrivals and support their integration as quickly as possible so they can begin to achieve and make progress quickly. Our school commitment to community cohesion and the Equality Act 2010 means we recognise the responsibility to include new arrivals and their families in all aspects of school life. Particular sensitivity is taken to include those new arrival children who arrive mid-term.

New arrivals induction flow chart



The school office will obtain records from previous school if possible. Past pupil record information is given to Inclusion Manager and relevant information passed onto class teacher.

The Learning Mentor continues to monitor the child and reports back to the parents or carers after 2 weeks.

Admission procedures

1. Arrange a walk and talk with a member of SMT
2. Arrange for the pupil to make a pre-visit to the school and meet the class teacher with his/her parent/carer
3. Before the arrival of any new child, the office staff will need to complete the contact sheet with the child's parent/carer and ensure relevant documentation has been seen and photocopied [e.g. birth certificate]
4. Office to request information from previous school e.g. levels of attainment and pass onto the Inclusion Manager
5. Office staff to provide Inclusion Manager with completed registration form, including first and home language and arrange a meeting.
6. Involve parent/carer in the life of Jessop Primary school by giving them information on school trips, curriculum, clubs, staff, tour of the school, school meals, P.E. equipment etc.
7. Inform parent of school uniform and advise on where to purchase, including online purchase information
8. Find out whether the child will be requiring school meals.
9. Inform relevant class teacher/Inclusion Manager with the start date of new arrivals and necessary provision.
10. Lunchtime provision assessed e.g. if the child has free school meals or packed lunched
11. Continually track progress and review

Policy compiled by:	AHT Inclusion	Date:	November 2018
Policy to be reviewed by: November 2019			
Signed Chair of Governors:		Date:	___/___/20__
Signed Executive Headteacher:		Date:	___/___/20__