

# **AYCLIFFE DRIVE PRIMARY SCHOOL**



## **Induction for New Pupils Policy**

**Updated reviewed February 2017  
To be reviewed 2020**

**Strategy Committee**

**Staff Responsible**

**Mrs R M G Green    Head Teacher**

## **Admission to Nursery**

To help pupils settle in to the nursery the school operates a transition period as part of the induction of appropriately 1 week.

### **Induction period**

Before the start of the autumn term a home visit is to be arranged in order for the staff to see the child in their home environment and to talk to the parents about any queries or concerns that they have.

Following this there are to be 2 settling in days. Half the admission group will attend for one morning or afternoon session. The following day these children remain at home whilst the second group attend school.

### **Admission to Nursery for pupils with Special Educational or Additional Needs**

In the case of pupils with special or additional needs the induction period can be extended in order to provide for the child. This may involve a phased entry into nursery involving, for example, one hour per day for as long as required.

This is to enable the child to settle with all necessary provision in liaison with the relevant outside agencies.

### **Admission to Reception**

Home visits to be arranged for any child that has not attended our nursery.

In the case of children who already attend our nursery, but have additional needs, a home visit may be arranged in order to conform to the Equality Act 2010 that sets out legal obligation with pupils with additional educational needs in order for the school to make all reasonable provision.

Nursery pupils to be invited to attend 3 sessions in the reception class during the summer term, in order to familiarise themselves with their new environment. These are to take place on 1 morning and 2 afternoons.

During one of the afternoon sessions parents to be invited to attend a 'New to School Meeting' whilst their children are visiting the reception class. This is to inform the parents of a number of practical and educational matters.

At the start of the autumn term one class will start on the first day of term and will not be in on the second day and will start permanently on the third day of the week. The second class will start on the second day of term and on the third day all children will attend. During the first week of term all children will attend mornings only, leaving before lunchtime at 12.00.

The second week of term all pupils to be in school on a fulltime basis.

### **Children with Additional Needs**

If a child has any additional needs and is still below 5 years old special arrangements may be made to accommodate the child's additional needs.

This may involve a phased entry into reception involving, for example, one hour per day for as long as required.

This is to enable the child to settle with all necessary provision in liaison with the relevant outside agencies.

Once the child is of school age they will attend fulltime.

### **Other Admissions**

Similar procedures for new starts throughout the school Arrangements are made according to their needs.

The INCo, SENCo, and the Head teacher are available by appointment to meet with parents who have any concerns or requirements regarding admissions in order to work together for the best provision for their children.

All other admissions fall under the jurisdiction of Admissions at Herts CC