



# New Pupil Induction Policy

**Name of Governing Body Representative:** Kristofer McGhee

**Signed by (GBR):** *K. McGhee* **Date:** 18/03/2024

**Next review due by:** 18/03/2026

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## **Statement of intent**

This Policy applies to all year groups at Princess May Primary School, including the EYFS.

At Princess May Primary School, we aim to develop close relationships with parents, so we can work collaboratively to support the educational progress and wellbeing of our pupils.

This policy provides a clear framework for how our school ensures that children are happy and confident when joining our school. This policy sets out our aims and procedures in which we implement pupil induction and transition.

This Policy should be read in conjunction with Princess May's Admissions Policy, EAL Policy, Equality, Diversity and Inclusion Policy, Most Able Policy and SEND Policy.

## **Why parent and carer engagement is important**

*"Parental engagement in 'supporting learning in the home' is the single most important changeable factor in student achievement." (Dr Janet Goodall, Warwick University, 2012).* National research demonstrates that children do better at school and achieve more in life when parents and schools work together. Only 15% of a child's life is spent in school and so it is clear that parents have the most influential role in a child's education. It is important to recognise that each of us has a role to play and by working together with parents we aim to ensure that every child does the best they can at school and beyond.

## 1. Aims

1.1. This policy has been developed with an aim to:

- To ensure that children have a smooth, anxiety-free transition between schools and classes
- To provide support for children to enable them to meet new experiences and unfamiliar situations with confidence
- To ensure that the school knows enough about the child, and the child and his/her parents know enough about the school so there are no barriers to full participation.

## 2. Early Years Admissions

Princess May Primary School welcomes applications for children aged 2-5 years into our vibrant and nurturing EYFS setting. This policy outlines the admissions process and the support offered to new families.

### 2.1. **Optional Nursery Tour**

- Prospective parents/carers are encouraged to contact the school office to arrange a tour of our EYFS facilities. This is an excellent opportunity to experience our environment, meet staff, and ask any questions.
- Prospective parents are given a school prospectus upon request or from the school office.

### 2.2. **Application Process**

- To apply, parents/carers must complete the online application form available on the school website.

### 2.3. **Initial Meeting**

Following receipt of the application, the EYFS team will contact parents/carers to arrange a meeting within 5 working days. During this meeting, we will:

- Discuss your child's individual strengths, needs, and interests.
- Understand your child's current toilet training stage and any relevant concerns.
- Introduce the school routines, EYFS curriculum, relevant policies and learning environment.

### 2.4. **Settling-In Process**

We understand the importance of a smooth and individualised settling-in process for each child. We will work with you to tailor a plan based on your child's previous nursery experiences and individual needs. This may involve:

- Starting with shorter sessions of 1 hour on the first day, gradually increasing based on your child's comfort level.
- Assigning a designated keyworker who will provide consistent care and support throughout your child's journey at Princess May.

## 2.5. Communication

We are committed to fostering open and regular communication with parents/carers. This includes:

- Daily briefings at drop-off and pick-up times to share updates on your child's day.
- Regular entries and communication through online learning journals like Dojo.
- Sharing of the school prospectus and any additional information needed.

## 3. In-Year Transfers

Princess May Primary School welcomes children transferring in mid-year (in-year transfers). We are committed to ensuring a smooth and successful transition for the new student and their family.

### 3.1. Application Process

Parents/carers interested in enrolling their child at Princess May Primary School mid-year should follow these steps:

- Prospective parents are given a school prospectus upon request or from the school office.
- **Complete the In-Year Transfer Form:** Available on the Hackney Education website: <https://education.hackney.gov.uk/content/making-an-in-year-application?guidebook=193>

### 3.2. Initial Welcome Meeting

Upon receipt of the transfer form, the school office will contact parents/carers to arrange a meeting within 3 working days. This meeting will include:

- Discussing the child's current academic attainment and learning needs.
- Providing a tour of the school facilities and introducing key personnel.
- Collecting information about any medical conditions, allergies, or special needs the child may have.

Following the initial meeting, a separate meeting will be arranged with the child's designated teacher and the Special Educational Needs and Disabilities Coordinator (SENDCO) on the same day. This meeting aims to:

- Welcome the new student and parent/carers.
- Discuss the child's individual learning style and preferences.

- Provide a copy of the child's weekly timetable and calendar of upcoming events.

### 3.3. Enrolment Process

Once the welcome meeting is complete, the following steps will be taken:

- The child's information will be uploaded to the school's management system (Scholar Pack).
- A mutually agreed-upon start date will be confirmed with parents/carers. Aiming for a turnaround time of maximum 10 working days from receiving the Hackney Education in-year transfer form.

### 3.4. Ongoing support

Princess May Primary School is committed to supporting all our students, including new arrivals. Additional support may include:

- **Buddy System:** Pairing the new student with a friendly classmate to help them navigate the school environment and build social connections.
- **Induction Program:** Tailored program to familiarize the student with school routines, expectations, and curriculum.
- **Regular Communication:** Maintaining open communication with parents/carers to ensure a smooth transition for the child.

## 4. Transitions between classes

- 4.1. Each Summer Term, a 'Meet the Teacher' is held during which children spend the morning in the classroom and meet their new class teacher.
- 4.2. Assessment records are transferred between classes.
- 4.3. At the beginning of each academic year (September), a 'Curriculum Information' evening is held for parents so that they can meet the teacher(s) and learn about the plans for the year ahead.
- 4.4. An end of year transition meeting is arranged for Reception parents whose children will be joining Year 1. During this meeting, the EYFS lead and Year 1 teacher will discuss the changes in the curriculum and expectations.

## 5. Special Educational Needs and Disability, Most Able, English as an Additional Language

- 5.1. Whether entering the school as a new pupil or transferring from one class to another in school, one-to-one meetings will be scheduled upon arrival and

then termly for parents to discuss and review any educational plans in place to support their child, such as EHC plans.

- 5.2. The SENDCo, Most Able Coordinator and the EAL Coordinator monitor pupils' welfare, provision for their needs and their progress. They also liaise with staff and parents.
- 5.3. One-to-one meetings can be scheduled by parents with the headteacher, class teacher, SENCO or any other relevant member of staff to discuss areas of concern. Parents wishing to request these meetings should email [admin@princessmay.hackney.sch.uk](mailto:admin@princessmay.hackney.sch.uk) or visit the school office.
- 5.4. Parents wishing to speak with a pastoral member of staff can do so by contacting the following:

Name	Job role	Contact details
Ms Blunden	SENCO	<b>E:</b> admin@princessmay.hackney.sch.uk <b>T:</b> 0207 254 1589
Ms Hettie Dickinson	Connect Ed Therapist	<b>E:</b> admin@princessmay.hackney.sch.uk <b>T:</b> 0207 254 1589

## 6. Child leaving mid-year

Princess May Primary School is committed to providing a smooth transition for children leaving mid-year. We work closely with the receiving school to ensure a seamless handover by:

- 6.1. **Sharing student attainment:** We share relevant academic records, including standardised test results, progress reports, and curriculum covered.
- 6.2. **Highlighting any additional support needs:** We inform the new school of any individual learning styles, identified special needs, or existing support plans in place.
- 6.3. **Arranging meetings:** Where appropriate, we facilitate meetings between the leaving student's parents/carers, new school representatives, and relevant staff from Princess May, to discuss the child's individual needs and ensure continuity of care.

## 7. Transition to Secondary School

Transitions to Secondary School can be a very exciting yet daunting experience for both pupils and parents. At Princess May, we aim to help you in any way we can during this process.

- 7.1. The Year 6 teacher will hold a Secondary Transfer meeting during the Autumn Term

- 7.2. Key dates and information will be shared with parents.
- 7.3. Pupils are welcome to attend Secondary Induction days.

## **8. Home-School Agreement**

A home-school agreement is a statement explaining:

- the school's aims and values;
  - the school's responsibilities towards its pupils who are of compulsory school age;
  - the responsibility of each pupil's parents; and
  - what the school expects of its pupils
- 8.1. All maintained schools and academies are required to publish a home-school agreement and associated parental declaration.
  - 8.2. Schools must take reasonable steps to ensure that all registered parents of pupils sign the parental declaration to indicate that they understand and accept the contents of the home-school agreement.

## **9. Monitoring and review**

- 9.1. This policy is reviewed annually by the headteacher and the governing board.
- 9.2. Any changes made to this policy will be communicated to parents.
- 9.3. The scheduled review date for this policy is **February 2026.**