POLICY DOCUMENT

New Pupil Induction Policy

Princess May Primary School's approach to welcoming new pupils and supporting transitions — 2026–2027

Governing Body Representative (GBR)	Kristofer McGhee (Chair of Governors)
Signed by (GBR)	……
Date approved	Awaiting governor approval (3 December 2026)
Next review due by	September 2027
Related policies	Admissions arrangements; SEND Policy; SEND Information Report; EYFS Policy; Equality Information and Objectives; Safeguarding and Child Protection Policy
Aligned to	Statutory Framework for the Early Years Foundation Stage; SEND Code of Practice 0–25; Hackney Education in-year admissions arrangements

Statement of intent

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

We aim to build close relationships with parents and carers, so that we can work together to support our pupils' education and wellbeing. This policy sets out how we make sure children are happy and confident when they join our school, and how we manage transitions.

Why parent and carer engagement matters

Research shows that children do better at school, and achieve more in life, when parents and schools work together. Children spend only around 15% of their lives in school, so parents have a hugely influential role in their child's education. By working together, we aim to make sure every child does the best they can at school and beyond.

1. Aims

- To give children a smooth, anxiety-free transition between schools and classes.
- To support children to meet new experiences and unfamiliar situations with confidence.
- To make sure the school knows enough about each child, and that the child and their parents know enough about the school, so there are no barriers to full participation.

2. Early Years admissions

Princess May welcomes applications for children aged 3–5 into our nurturing EYFS setting.

2.1 Nursery tour

- Prospective parents and carers are encouraged to contact the school office to arrange a tour of our EYFS. This is a chance to see our environment, meet staff and ask questions.
- A school prospectus is available on request from the school office.

2.2 Applying

- Nursery applications are made directly to the school using the form on our website.
- Reception applications are made through Hackney Education's coordinated admissions process.

2.3 Initial meeting

The EYFS team will contact parents and carers within five working days of receiving an application to arrange a meeting. At the meeting we will:

- Discuss your child's strengths, needs and interests.
- Talk about your child's toilet training and any other relevant concerns.
- Introduce our routines, the EYFS curriculum, relevant policies and the learning environment.

2.4 Settling in

We tailor each child's settling-in plan to their previous experience and individual needs. This may involve:

- Starting with shorter sessions (for example, one hour on the first day), increasing as your child becomes comfortable.
- A designated key person who provides consistent care and support.

2.5 Communication

- Daily conversations at drop-off and pick-up.
- Regular updates through our online communication platforms.

- Sharing the school prospectus and any other information you need.

3. In-year transfers

We welcome children who join us part-way through the year, and work to make the move smooth for the child and their family.

3.1 Applying

- Parents and carers apply through Hackney Education's in-year admissions process, using the form on the Hackney Education website.
- A school prospectus is available on request from the school office.

3.2 Welcome meeting

Once a place is offered, the school office will contact parents and carers within three working days to arrange a meeting. This will include:

- Discussing the child's current attainment and learning needs.
- A tour of the school and introductions to key staff.
- Collecting information about any medical conditions, allergies or special educational needs.

A further meeting with the class teacher and, where appropriate, the SENDCo will:

- Welcome the new pupil and their family.
- Discuss how the child learns best.
- Provide the class timetable and a calendar of upcoming events.

3.3 Enrolment

- The child's information is added to our school management information system (Arbor).
- A start date is agreed with parents and carers. We aim for a child to start within ten school days of a place being accepted.

3.4 Ongoing support

- **Buddy system:** a friendly classmate helps the new pupil find their way around and make friends.
- **Induction programme:** a tailored introduction to school routines, expectations and the curriculum.
- **Regular communication:** with parents and carers to make sure the transition goes well.

4. Transitions between classes

- Each summer term, children spend time in their new classroom and meet their new class teacher.
- Assessment records are passed on between classes.
- Each September, parents are invited to a curriculum information session to meet the teacher(s) and hear about the year ahead.
- An end-of-year transition meeting is held for Reception parents whose children are moving into Year 1, led by the EYFS lead and Year 1 teacher.

5. SEND, most able pupils and English as an additional language

- Whether joining the school or moving class, families of pupils with additional needs are offered a one-to-one meeting on arrival and termly reviews of any support plans, including EHC plans.

- The SENDCo and relevant leads monitor pupils' welfare, provision and progress, and liaise with staff and parents.
- Parents can request a meeting with the Headteacher, class teacher, SENDCo or another member of staff by emailing admin@princessmay.hackney.sch.uk or visiting the school office.
- To speak to a member of our pastoral or inclusion team, contact the school office on 020 7254 1589 or admin@princessmay.hackney.sch.uk.

6. Pupils leaving mid-year

We work closely with the receiving school to make sure the handover is smooth. We will:

- Share the pupil's records, including attainment, progress and curriculum covered.
- Tell the new school about any special educational needs, support plans or other relevant information, including safeguarding information through the DSL where appropriate.
- Arrange meetings between parents, the new school and our staff where helpful.

7. Transition to secondary school

Moving to secondary school is exciting but can feel daunting for pupils and parents. We will help in any way we can:

- The Year 6 teacher holds a secondary transfer meeting in the autumn term.
- Key dates and information are shared with parents.
- Pupils attend their secondary school's induction days.

8. Home–school agreement

Our home–school agreement sets out the school's aims and values, our responsibilities to pupils, the responsibilities of parents and carers, and what we expect of pupils. We ask all families to read and sign it when their child joins the school.

9. Monitoring and review

This policy is reviewed annually by the Headteacher and governing body. Any changes will be shared with parents.