

# Procedure/Process Map for new pupils to the school



Throughout this process there are always bilingual staff to assist any parents/carers who may require a translator. We also offer support with written paper work if required.

Parents/carers contact the school regarding a place for their child or children.

School could, also, be contacted by an outside agency, prior to parents contacting the school.

Parents/carers receive a copy of the School Prospectus and are asked to complete the relevant 'new starter pack' (emergency contacts, consent forms, home school and iPad agreements), so that the school has all of the necessary information about the pupil/s.

Information includes; FSM, use inhalers, have any medical information, allergies, any outside agency involvement etc.

If a place is available in the required year group/s, then a start date is confirmed and the pupil/s are enrolled onto the school system. Information from previous school is obtained.

If required year group/s are full and a place is not available, pupil/s will be added to a waiting list and will be contacted by the Local Authority once a place becomes available.

Arrange a visit to the school before they start, if possible to:

- Meet with the Principal.
- If the Principal is not available, then they will make telephone contact at a later date and the parents/carers will meet with another member of the Senior Leadership Team (SLT).
- Meet with the Extended Home School Links Worker (EHSLW).
- Carry out a tour of the school.

Opportunity for questions from the school and parents/carers. Look at how the school can best meet the needs of the pupil/s and family.

If a quick start, ask parent/s to come at 8.15am on the child's first day to complete paperwork/tour.

Once a pupil/s has started school they receive an Apple iPad to use in school (Y1 to Y6) and a user agreement must be signed by the parents (see above, in the new starter pack). Parents are also provided with a number of logins in order to access their pupils learning, be able to contact the class teacher/s and make payments to the school, i.e. trips and school dinners.

Pupil info added to Arbor and ParentPay.  
Logins for parents include:

- Class Dojo
- ParentPay
- Go Read
- Evidence Me (Early Years)

Complete CPOMS\* transfer request from previous school (if applicable). Class teacher/EHSLW/SLT to read entries and follow up concerns if necessary. If not\*, EHSLW to contact previous school for info.