



CHRIST CHURCH CE PRIMARY SCHOOL

Headteacher
Mrs C Morris

Batten Street
London
SW11 2TH

Tel: 020 7228 2812

Fax: 020 7228 0747

E-mail: info@christchurch.wandsworth.sch.uk

Website: www.christchurch.wandsworth.sch.uk

Policy for the Welcome & Induction of Pupils to Christ Church School

Last Review Date: **September 2018**

Next Date for Review: **September 2020**



London Borough of Wandsworth



CC Welcome and Induction Policy

AIMS

This policy aims to ensure that:

- All pupils (irrespective of gender, ability, ethnicity and social circumstance) and at whatever point in their school life they join the school feel welcomed and supported in their entry to school.
- All applications are processed in a fair, consistent and transparent manner and in accordance with the published "Admissions Criteria for Over-Subscription"
- The school's arrangements for receiving, welcoming and admitting new children are appropriate and accessible for all parents (irrespective of gender, ability, ethnicity and social circumstance).
- The school's arrangements for admission follow Wandsworth procedures for the centralised admission and transfer of pupils across the borough.

POLICY OBJECTIVES

To this end, the main objectives of this policy ensure that:

- New pupils receive a positive start to their educational life
- Older pupils are guaranteed continuity of education.

The School also understands that first impressions are important, and understands that a smile is understood in all languages and cultures and is the most welcoming sign to visitors in the school. To this end, the school will ensure that school staff are aware of this. In addition, the following provisions will also be maintained:

School entrances are clearly signposted.

The Visitors' Reception is a welcoming and tidy environment with a display of photographs of all the adults who work in the school.

Displays throughout the school reflect the religious values, ethos and diverse characteristics that make up our school community.

If required, parents are welcome to bring an interpreter with them to help them understand any part of the admissions process..

ADMISSION ENQUIRIES

The school website has details on the Admission process, including:

- Details of open afternoons (usually, one per half term) when parents can come and view the school and meet the head teacher
- Admissions Criteria for Over-Subscription (**published online**)
- Links to the Wandsworth Admissions websites, and
- Electronic Enquiry forms, Religious Reference Forms and Nursery application forms.

However, most initial enquiries continue to be made by parents to School Office staff, who will take contact details and preliminary information about the child (name, date of birth). This information is entered onto the SIMS.net Admissions module for the *relevant* academic year.

Nursery: All enquiries for Nursery applications are followed-up sending an application pack comprising:

- Application Form for Christ Church School
- Full-time Nursery Request Form
- A Religious Reference Form to be returned to the school when a parent wishes their religious affiliation to be considered as a criteria for over-subscription.
- Application for the following academic year and made between September & February also receive the Wandsworth booklet "*Starting Nursery in Wandsworth*" providing details on how to apply.

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Reception class pupils: Most enquiries for admission to Reception Class during the next academic year are made between October and the common deadline for making application in January. Enquiries made during this time receive:

- The Wandsworth Booklet entitled “*Starting School in Wandsworth*” which contains:
 - Common application form for admission to a Wandsworth Primary School to be completed and submitted direct to the local authority.
 - Information on the common deadline dates for the submission of applications to the local authority,
 - Criteria for the ranking of applicants for each Primary School in Wandsworth
 - Notification of places and appeals procedures
- A Religious Reference Form to be returned to the school when a parent wishes their religious affiliation to be considered as criteria for application and over-subscription.
- Parents are also advised that they can make an online application via E-Admissions if they prefer.

Older children or Reception class pupils after the common deadline: Enquiries for admission into other classes; or late applications for Reception class are either:

- Advised to contact Wandsworth Pupil Services direct for an application form *or* .
- directed to register and apply online using the E-admissions link on the Wandsworth Admissions website
- Sent a Religious Reference Form to be returned to the school when a parent wishes their religious affiliation to be considered as a criteria for over-subscription.



PREPARATION FOR ADMISSION TO NURSERY OR RECEPTION CLASS

The Governing Body is required to abide by the maximum limits for 5, 6 and 7 year olds (i.e. Reception and Key Stage 1 classes) as prescribed by the DfE. This is currently 30 pupils per class. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils. Since September 2011 local authorities in London have operated a co-ordinated admissions process for applications for entry in schools. The same closing date for Nursery applications is used in all Wandsworth Nursery schools and completed applications should be made and returned to the School on or before this date.

Children are admitted into the Nursery class in the term *following* their 3rd birthday (thus giving three possible points of entry to the Nursery), providing there are places available. Wherever possible, applications for the Nursery irrespective of which term they will enter, are considered at the Admissions Committee held in February or March. Full-time places are allocated to those applicants where a Supplementary Full-time Application form has been completed and there is sufficient evidence to support the request. The Admissions Committee applies the School's over-subscription criteria where there are more full-time requests than places available (currently 8 funded places).

Children are admitted to Reception class at the start in September of the academic year in which they will be 5 years old. Admission to the Nursery *does not guarantee* a place in the primary school or give priority over any other applications for Reception Class. Parents whose children currently attend Christ Church School *must still apply to their local authority for a place in Reception Class*.

The [School's Admissions Policy](#) sets out the process in detail, including late applications, waiting lists and appeals

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OFFERS & ACCEPTANCES

Nursery: The school writes directly to parents offering them a place in the Nursery. It is the responsibility of the parent to return the reply form to the school. If replies are not received by the deadline date, it is assumed that the place is not longer wanted, and may be offered to another applicant on the waiting list..

The Nursery caters for both part-time and full-time children. In keeping with the current 15hr per week learning provision for part-time places.

Reception Class: Between April and September, the local authority sends updated information of all confirmed offers, any subsequent offers that are not accepted and the basic details of any late applicants on their Waiting List who may be offered a place at Christ Church School

Older Pupils: As soon as parents have confirmed with the local authority that they wish to accept a place at Christ Church School, arrangements are made for the child(ren) to either visit or start as soon as possible.

INDUCTION

Welcome Pack: All parents and pupils starting at Christ Church School receive a Welcome Pack with information containing details about:

- School Uniform
- How to Register for Free School Meals
- Term dates
- Admin procedures for reporting, absences; change of address etc; School Maintenance Fund
- Behaviour Management
- Educational Visits
- Home School Agreement
- Guidelines on Internet, Photographs and Media
- Permissions and data booklet to be completed and returned to the School Office.

Parents are welcome to phone the school to see if their child is settled and are also welcome to stay with their child at first. This is very often helpful for children, parents and staff - particularly if the child is very young and/or speaks little or no English. Parents are always welcome to come into school to help with various activities and is usually proves to be a very good home-school link.

Nursery Pupils: Staff arrange a variety of contact with parents and new entrants during the second half of the Summer Term. Some of this takes place in the new entrant's home, nursery or playgroup as it is less threatening for the child to meet someone new in the security of a familiar setting and school staff can start to build up a more rounded picture of the child and family

Parents of new pupils for the Nursery are invited to a short meeting in June to hear about arrangements for their child's admission, to meet staff in the Nursery and to visit the Nursery. Parents are given a *Welcome Pack* (see below) and an *Individual Induction Programme* for their child.

Wherever possible, arrangements are made for Nursery staff to make a home visit by the second week of September to all families whose children will be starting Nursery. It is regretted that Nursery staff are unable to make home visits for any admissions confirmed after this time.

Individual arrangements are made with parents of any applications offered a place after the start of the Autumn Term to visit the Nursery prior to the pupil's start date.

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Reception Class pupils: At the beginning of June, those parents who are known to have confirmed they have accepted a place will be contacted to invite them to a meeting to find out more about starting school in September.

At the meeting there is an opportunity to find out more about daily routine in Reception Class, to meet staff, and to ask any questions about starting school. Arrangements are also made for children to visit Reception Class for a short period before the end of term.

On some occasions, the Reception Class teacher may make arrangements to visit a child who is currently in another nursery to help staff build up a more rounded picture of the child and family.

Older Pupils: Wherever possible, arrangements are made for pupils who either transfer from another school or are new arrivals to the country, to commence at the beginning of a new term or half-term. On some occasions, and depending on individual circumstances, the Headteacher may recommend that the child builds up the time spend in school over one or two days.

SETTLING IN

Nursery Class: All pupils are given an individual Induction programme, covering a 2-3 week period for gradually settling in to the school day. However, the length of time may vary and be adjusted by the Nursery teacher and in consultation with the parent depending on how well the child settles into a routine.

On the first day new pupils usually stay for about an hour with the parent/carer staying for the whole of this period. On subsequent days; the length of time that the child stays increases gradually until the new pupil is staying for the full session. It is requested that the parent stay with their child for at least half an hour during this initial period, although there may be instances when staff will ask parents to go out of the nursery but stay close to help the child settle.

Staff ensure that the child is *only* collected by an adult or young person of secondary school age (the child must know them) and who has been previously identified to the staff.

Reception Class: All Reception Class children start on Monday of the *second week* of the Autumn Term at 08:50 am. During the first week all pupils who have previously attended Nursery at Christ Church School stay for the morning session and go home *after lunch*.

Pupils who are new to the school, stay for the morning session only and go home *before* lunch. Parents are encouraged to stay until their child is settled and then leave. They should return at 12.00pm *promptly* to collect them.

All Children attend from 08.50-3.30pm from the second week onwards providing they have settled into Reception class routine by the end of the first week.

Later in the Autumn Term a meeting is arranged with the class teacher to hear how the [PACT \(Parents And Children Together\) Reading Scheme](#) operates; how children are taught to read; and how parents can support their child's learning. They will also be given a brief outline of what the children will be taught during their year in Reception Class and to ask any questions they may have.

CASUAL ADMISSIONS & OLDER CHILDREN

Ideally, all admissions should take place at the beginning of a term. However, this should always be balanced against the parents' and child's needs. Wherever possible the school arranges for a new pupil to start school towards the end of a week as this is less of a strain than working a full week and gives the class teacher time to prepare adequately for a positive welcome for the pupil. This is particularly important if the child is new to the country or a beginner to the English language

ENTRANTS FROM ANOTHER COUNTRY OR BILINGUAL LEARNERS

If a new pupil is a bilingual English learner, then the teacher will prepare the class in a variety of ways and may include:

- Talking to the class in a positive way about the new pupil
- Trying to find a pupil who has the same first language, this is a most effective way of supporting the child and enabling the pupil to participate in most class activities

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- Having audio stories and books in the relevant language
- Making sure classroom resources reflect multilingual, multicultural aspects of school community.

As soon as practicable after the start date the class teacher will make contact with the parents/carers to enquire about the following:

- other languages understood, read or written by child
- full details of previous education - in this country / abroad
- books/reports from other schools
- community schools attended

EVALUATION

In the case of casual admissions parents/carers will be contacted two weeks after a pupil has started school by the class teacher to identify any areas of concern or queries.

This policy will be reviewed every 2 years