

Joining the school



Parent Mini

Guides

The Three Schools

Joining Procedure for pupils joining school mid-year

1. School contacted by parent / carer
 - Arrange appointment for viewing the school
2. The Office Manager / Headteacher will arrange:
 - Tour of school for parents
 - Provide Admissions pack with relevant forms
 - Await CTF file from previous school and import
3. The Classteacher will:
 - Prepare labels /books
 - Allocate class buddy
 - Assess level of attainment
 - Add information to Target Tracker
 - Pass data on to Key Stage leader
 - Discuss settling in progress with parents after 1-2 weeks
4. The Headteacher will:
 - Contact previous school for any relevant background information
 - Update SEN/ vulnerable child/PP register as appropriate
 - Contact other agencies if required
 - Add relevant information to school data