# Lea Community Primary School



# Pupil Induction Policy

Date of last review: Spring 2023

Policy holder: EYFS Lead

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# Pupil Induction Policy

Once a school place is accepted the induction process can begin to ensure a smooth and happy transition to Lea Community Primary School. Our induction programme reflects the school's positive approach to working with and supporting parents as they prepare for their child to start school. During this initial contact school hopes not only to exchange and provide relevant information with parents but also to establish trust and a close working relationship that can be built upon as the children progress through school.

We aim to maintain close working relationships with our feeder nurseries. This involves visiting the children at nursery to ensure a smooth transition to school.

Each phase of the induction process is detailed below:

**Phase 1**
Once school has received confirmation of the children who have been allocated a place, school will issue welcome letters inviting parents to attend a welcome meeting. Induction packs containing all the relevant admission paperwork will also be distributed at the welcome meeting.

**Phase 2**
School hold a welcome meeting in the May before your child starts school in the September.  It is an opportunity for parents to meet with the Headteacher, Deputy Headteacher, Pastoral leader and the EYFS team. This is an evening session and will provide parents with all the necessary information for starting school such as uniform, structure of the school day and school meals. It will also give parents the opportunity to become familiar with school expectations in terms of values, behaviour and parent partnership. There will also be the opportunity for parents to see the classroom environment and ask any questions. Parents will be asked to return completed admission paperwork at this meeting along with their child's birth certificate for school to verify. Dates and times for induction sessions will be confirmed and provided to parents during this meeting.

**Phase 3**
School will gather the children's current nursery settings to allow EYFS teachers to visit the children in a familiar setting. Teachers will use this opportunity to speak to children's key workers and gather information to support a smooth transition. Following these visits, children will receive an invitation via post welcoming them into school for two short 'stay and play' sessions late in the summer term. For the first session, parents are encouraged to stay with their child.  For the second session, children will stay in their new classroom with the EYFS team whilst parents will have the opportunity to meet with the Headteacher, Pastoral Leader, School Governors and PTFA.

**Phase 4**
Entry into school in September is staggered. The children attend initially for two morning sessions. The first session is from 8.55 – 11:45. The second session running from 8.55-12.45 as the children will stay for their lunch. The children will then attend full time from the third day. It is important that these arrangements remain flexible to cater for the individual needs of the children.

**Mid-year admissions**
For children who are joining our school midway through the year, we ensure we collect as much information as possible prior to admission to support a smooth and happy transition to Lea Community

Primary School. Children will be invited into school with their parents to meet with the Headteacher. The visit will provide the opportunity to discuss the school ethos and expectations and the child's needs in more detail and ensure that school can target any support the child and the family quickly and efficiently. They will also have the opportunity to look around the school with the Headteacher, meet the staff and their new class. Transitioning to a new school can be a daunting time for children (and parents) therefore the induction process is flexible to meet the individual needs of the children.

**Reviewed: Spring 2023**
**Next review due: Spring 2025**