



Mid-Year Admissions Policy

Person(s) Responsible: Headteacher

Formally adopted by the Governing Body: March 2025

Next review: March 2026

This policy also applies to the Early Years Foundation Stage (EYFS)

Introduction

Biggin Hill Primary School is committed to providing an effective admissions and induction programme for all pupils new to the school. We recognise that children may join the school for a variety of reasons and welcome new arrival families so that the children settle into school as quickly as possible and become confident learners.

Aims

- To provide a warm welcome for newly arrived children and families
- To ensure a clarity of duty between the parent/carer and the school
- To enable children to be quickly integrated so they can be taught effectively
- To provide children and families with necessary information about our school
- To record information about a child's background and educational experience
- To develop strategies to encourage new pupils to make friends and have positive peer support
- To ensure that children's wider needs are addressed through coordination with other agencies and services
- To acknowledge and celebrate the skills and knowledge that new pupils bring to the school
- To ensure that an appropriate handover procedure is in place at the end of the day

Mid-term Admissions Procedure

This whole school procedure for mid-term admissions identifies key roles for different members of the school staff although we recognise that all staff and children in the school have a role in welcoming new arrivals. The pre-school has a separate charging and admissions policy.

The School Office will (pre-admission):

- Welcome families who visit the school to enquire about school places
- Assist families with filling in the relevant forms
- Arrange an appointment with the Headteacher or member of SLT
- Inform family of information required to bring for an admission interview
- Assist the families with Free School Meals applications
- Provide an admissions package with all necessary forms for each new admission
- Inform class teacher re new arrival date. Allow at least 2 days before the start date, wherever possible, for preparation time and check that the start date does not clash with PPA time or outings.

The Senior Leadership Team will:

Before admission

- Contact previous school where necessary for in depth information (i.e. concerns raised during pre interview)
- Give families a tour of the school with an introduction to the Inclusion Manager if appropriate
- Provide families with information about other Bromley schools if places not available or the school are unable to meet the needs of the child/children
- Set aside time for an admissions interviews
- Liaise with the office to place a child in the most appropriate class where pupils will be most supportive.

During admission meeting

- Complete admissions form noting phonetic spelling of child's name for correct pronunciation
- Check families have been given information about uniform, school day times etc.
- Child/family introduced to new class and 2 welcome buddies
- Give timetables for class and any information on clubs etc to family
- Liaise with the class teacher and other relevant staff where the child has special educational needs
- If appropriate arrange for a phased start/special meeting with parents/carers and relevant outside agencies before admission
- Hand admissions forms to the school office.

After admission meeting

The School Office will:

- Enter data on Arbor (school database), including EAL, LAC etc. status
- Ensure admissions and information sharing forms are available for viewing by class teacher, Inclusion Manager, Family Liaison
- Inform the kitchen about any allergies etc
- Inform the Inclusion team of any medical/allergy need, so that provision can be made for a Care Plan
- Contact previous school for records
- Inform Headteacher (and SENCo if appropriate) and teacher on arrival of new child's records
- Follow up records from previous school if they have not arrived **within 4 weeks**.

Class teacher will:

- Read admissions form
- Arrange SNAP assessment with SENCO to assess accurate starting point if required
- Label exercise books
- Disseminate relevant information to learning support assistants
- Allocate seat at most suitable table with supportive peers
- Label tray and coat peg
- Ensure buddy system in place and maintain until no longer necessary
- Ensure correct spelling and pronunciation of child's name is shared with class
- Involve class in ideas to welcome new children e.g. make a welcome card, learn hello in home language if appropriate.
- Acknowledge children's previous learning, achievements, language, experiences and cultural backgrounds
- Complete 6 week evaluations for pupil file and Family Liaison Support worker
- Liaise with the SEND team about progress of newly arrived pupil if necessary
- Make contact with the parents/carers within 2 weeks of arrival
- Give recognition to buddies through team points and certificates as appropriate.