



## **Easton CE Academy**

### **Induction Policy for New Arrivals**

#### **Rationale:**

All new pupils and their families arriving outside of the normal admissions round will need a planned induction as they will be unfamiliar with our school systems. They may be new to the local area and perhaps new to the country. They may have a limited understanding of the English language. Some of these families may be refugees or asylum seekers.

#### **Aims:**

- To welcome new pupils and their families
- To support new pupils and their families with induction procedures
- To gather and share accurate information
- To enable new pupils to make good progress.

#### **What do New Pupils Need?**

- A welcoming, safe and stress-free environment within the academy
- To feel that they belong
- To have their bilingualism recognised when English is an additional language
- To feel that they are part of the normal lessons
- To see themselves, their culture, identity and any additional languages reflected in the academy
- To have identified adults and children as key contacts
- To have current information about the academy

#### **What do the Families of New Pupils Need?**

- A welcoming experience
- To feel part of the school community
- To have effective communication with our academy
- To have an identified member of staff as a point of contact

- To have current information about the academy, local community and available services.

### **The New Pupil's Experience**

The new pupil may:

- Have been to another school in England
- Have had full schooling in another country
- Have had no previous schooling
- Have had interrupted schooling
- Be literate in one or more languages
- Be highly motivated
- Be gifted and talented
- Have learning difficulties
- Be used to a different educational system.

### **New Arrivals - Admission Procedure**

Actions	Person/s involved
<ul style="list-style-type: none"> <li>• Parents and children approaching the school for a place are invited by the administration team to Admissions Afternoon on Tuesdays at 1.30-3.00pm. Language needs (interpreter) are passed onto the EALC.</li> </ul>	<ul style="list-style-type: none"> <li>• Office Administrators</li> </ul>
<ul style="list-style-type: none"> <li>• During Admissions afternoon a Child and Family Information Form is completed; HLTA will ask informal questions about the wellbeing of the family and child (e.g. learning, behaviour, previous schooling, housing, health, relocation etc) Copies of proof of identity (e.g. birth certificate/passport) of children and parents are taken. The new children's names, year groups and home languages are also recorded.</li> </ul>	<ul style="list-style-type: none"> <li>• Office Administrators</li> <li>• HSSW (Home School Support Worker)</li> <li>• EALC</li> </ul>
<ul style="list-style-type: none"> <li>• Notes and admission forms are passed to the Head Teacher who will decide whether a place can be offered. A home visit is arranged for those families arriving new to the country.</li> </ul>	<ul style="list-style-type: none"> <li>• Office Administrators</li> <li>• Head Teacher</li> <li>• HSSW</li> </ul>
<ul style="list-style-type: none"> <li>• If a place is to be offered, the HSSW will telephone the child's previous school or other agencies supporting the family for information</li> </ul>	<ul style="list-style-type: none"> <li>• HSSW</li> <li>• Head Teacher</li> </ul>

and safeguarding checks, and inform the Head Teacher of the outcomes.

- Head Teacher informs the Admin Team if a place is to be offered; if yes, the Admin Team telephones the family to make the offer and files all relevant documentation and forms, making a top copy of the form for the EALC and class teacher.
- Admin Team informs the Class Teacher of the start date and arranges an Induction Tour for the new pupil (and uniform distribution) with the LDT or HSSW.
- If the child is new to the country or has not previously attended a school setting, a staggered entry timetable (depending on the needs of the child) is arranged and set up between HLTA/office staff, parents, class teacher and EALC. This is discussed and amended at the end of each week. The induction timetable is based on the following structure:  
1st week 8.45-11.00am  
2nd week 8.45-11.45am  
3rd week 8.45-12.50pm (lunch at school)  
4th week 8.45-3.15pm (full time)

- Head Teacher
- Office Administrators

- Office Administrators
- Class Teacher
- LDT
- HSSW

- Office Administrators
- Class Teacher
- LDT
- HSSW



<b>Within the first term</b>	
<ol style="list-style-type: none"> <li>1. A midpoint review of the New Arrivals Scheme of work is carried out.</li> <li>2. An EAL Individual Language Plan (ILP) is written following the initial assessment. (NB Use 'EMAS Action Planning Menu of Targets and Strategies' on <a href="http://www.emas4success.org">www.emas4success.org</a>)</li> <li>3. Parents sign the ILP (at Parents Evening or by arrangement).</li> <li>4. The next Parents Evening is highlighted to the parents and they are given support to make an appointment.</li> <li>5. Liaise with EALC and SENCO if concerns over SEN/gifted and talented ability.</li> </ol>	<p>EALC/ CT</p> <p>CT / EALC</p>
<b>Within the first 2 terms</b>	
<ol style="list-style-type: none"> <li>1. An end of New Arrivals Scheme of Work review is carried out.</li> <li>2. The CT meets with the EALC following the New Arrivals Induction Programme to discuss/ review EAL Action Plan and plan future provision.</li> </ol>	<p>EALC &amp; CT</p> <p>EALC &amp; CT</p>
<b>Within the first year</b>	
<ol style="list-style-type: none"> <li>1. ILPs are reviewed in line with SEN IEP cycle (Oct, April, July).</li> <li>2. High expectations are maintained for progress through the year.</li> <li>3. Pupil progress meetings are carried out in line with school policy, with EAL development as well as curriculum learning discussed.</li> <li>4. Planning is in place for EAL needs beyond survival language (i.e. cognitive and academic language needs).</li> <li>5. A transition meeting with the next CT ensures EAL assessments and action plans are shared, including the child's start date and initial levels.</li> </ol>	<p>EALC &amp; CT</p>