St Cyprian's Greek Orthodox Primary Academy

ΠΑΝΤΑ ΙΣΧΥΩ ΕΝ ΤΩ ΕΝΔΥΝΑΜΟΥΝΤΙ ΜΕ ΧΡΙΣΤΩ ΙΝΑ ΑΡΙΣΤΕΥΩ

I AM STRONG THROUGH JESUS CHRIST

TO THE BEST THAT I CAN BE

Induction for New Admissions Policy

Revised: July 2025

Reviewed and ratified by Full Academy Trust:

Date: 17.7.25

Signed: Andi Christou

Name: A Christou

Position: Chair of Education Committee

Date of next review: July 2027

Mission Statement

The aim of St Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum in the core subjects, enriched by the progressive teaching of the Greek Language and Christian Orthodox religion.

The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for successful transition to secondary education and to contribute positively to the challenges of a diverse multi-cultural society.

The term 'parents' in this policy also refers to carers.

Introduction

In recent years a significant feature of our Academy has been the high number of pupils who are admitted during the school year (additional admissions). The Academy copes successfully with relatively high levels of pupil mobility, which impact considerably on time and resources.

Rationale

Effective induction is the key to the successful management of mobility, supporting the social and academic integration of new pupils. Effective induction into the curriculum ensures progression and engagement begins at the start of the admission process. Clear procedures are needed. These ensure we identify pupils' needs and provide appropriate support for them to access the curriculum.

Aims

- To provide a warm welcome for newly arrived pupils and their parents and carers, which will reassure them that our Academy is a safe and caring environment.
- To ensure that accurate information about a pupil's background and previous educational experience is gathered on admission.
- To value and celebrate the skills and knowledge that new pupil's bring to the Academy.
- To ensure that the inclusion of new arrivals is a shared, whole Academy responsibility.
- To ensure that each child enjoys access to the whole curriculum and is able to achieve and make progress.

Procedures

1. Staff will welcome families who visit the Academy to enquire about available places and provide them with an application pack.
2. On receipt of the completed and signed application, the Admin Team will ensure the pack includes a reference from the place of worship, birth and christening certificates.
3. The Admin Team will arrange for the family to meet with the Head Teacher / Deputy Head Teacher
4. Head Teacher welcomes the pupil and family, shares the ethos and Academy expectations and arranges a tour of the school.

5. On allocation of a place, the Admin Team will provide the family with a new starter pack. On arrival of previous school records the Admin Team will inform the Class Teacher.
6. Once a start date has been determined the Induction Pack (Appendix 1) which the Admin Team will have collated, will be given to the Class Teacher. The Admin Team will also pass on SEND information to the Inclusion Lead.
7. The Class Teacher to act on Preparing for Induction checklist. A buddy system is operated where the new pupil is partnered with a buddy who shows them key locations such as toilets/assembly/lunch hall/playground.
8. The new pupil's first day is carefully monitored by the Class Teacher, Greek Language Teacher and by mid-day supervisors.
9. For the following month, the child's settling in is closely monitored by the Headteacher and Deputy Headteacher.
10. The Class Teacher will carry out initial assessments in Literacy, Numeracy and Reading over the first three weeks of school. The Greek Language Teacher will carry out an initial assessment of the Greek Language skills.

Appendix 1

INDUCTION FOR	
START DATE	
CLASS	

THIS PACK INCLUDES:

- INDUCTION FOR NEW ADMISSIONS POLICY
- PREPARING FOR INDUCTION: CHECKLIST FOR STAFF
- ABOUT ME
- DATA COLLECTION FORM
- LANGUAGE SURVEY

Admin Team Use Only:

- Data Collection form to SENCO
- Language Survey to EAL co-ordinator
- Induction pack to class teacher

Preparing for Induction: Checklist for Staff

Effective induction into the curriculum that ensures progression and engagement begins at the start of the admission process.

Checklist for teachers, teaching assistants (TA) and support staff

- Equipment is prepared as are learning groups to ensure welcome, support and inclusion in learning activities

- Pupil's are informed and 'buddies' identified. Buddies to ensure that pupil:
  - Receives tour of the whole school, including location of toilets, lunch hall playgrounds and classrooms
  - Understands lunchtime procedures and sit with pupil during lunchtime
  - Understands break time procedure and spend break time with pupil
  - Meets senior midday supervisor, Headteacher, Deputy Headteacher

- Information of new pupil has been shared with TA and Greek Language staff

- We know how to pronounce the child's name, we know the child's first language and cultural background and we have identified other pupils in the class who share this

- We have informed mid-day supervisors of new pupil

- We will provide explicit and consistent routines

- We will carry out initial assessments in Reading, Writing and Numeracy within the first three weeks

- We will explain fire evacuation procedures and where they should line up