

St Cyprian's Greek Orthodox Primary Academy



Induction for New Admissions Policy

Devised: July 2016

Reviewed and ratified by Full Academy Trust:

Date: 1 / 7 / 16

Signed: _____

Name: _____

Position: _____

1. 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.

2. Introduction

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

3. 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.

4. 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 pupils 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.

5. 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. Admin Team will arrange for family to meet with the Head Teacher / Deputy Head teacher
4. Headteacher welcomes pupil and family, shares the ethos and Academy expectations and takes them on a tour of the Academy. Family and pupil will meet Deputy

Headteacher, Class Teacher, Greek Language Teacher and Senior Lunchtime Supervisor.

5. On allocation of place, Admin Team will provide the family with a Welcome Pack, and follow New Child Procedure checklist. On arrival of previous Academy records the Admin Team will inform the Class Teacher.
6. Once a start date has been determined the Induction Pack which the Admin Team will have collated, will be given to the Class Teacher. The Admin Team will also pass on SEN information to SENCO and EAL information to EAL co-ordinator.
7. Class Teacher to act on Preparing for Induction checklist.
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, through daily contact with the child and their family.
10. The Class Teacher will carry out initial assessments in Literacy, Numeracy and Reading over the first three weeks of Academy. The Greek Language Teacher will carry out an initial assessment of the Greek Language skills.

Date of next review: July 2017

