



Mobile Pupils Policy

April 2011

Rational

At Christ the Sower, we welcome pupils to our school at any time of the school year or at any point in their primary school life. Transferring from one school to another can be a difficult time in a child's school life. We must therefore have systems in place to support children in their move and ensure that they make the maximum amount of progress possible throughout the process. It is therefore necessary to have systems in place which work towards this goal.

Aims of the Policy

- To ensure that children joining the school settle in quickly and are happy.
- To enable teachers to know the levels newly arrived children are working at as soon as possible.
- To ensure that learning opportunities are matched to newly arrived children's needs and abilities promptly, enabling good progress to be made.

Procedure for admission of new arrivals

Pre-admission:

1. Parent/Carers complete admission forms.
2. Interview arranged with parents/carers where necessary.
3. Interpreter arranged if necessary.
4. 'Welcome' pack prepared by admissions secretary.
5. Family provided with welcome pack including uniform guidance.
6. Free school meals application completed if appropriate.
7. Parents informed of start date for their child.
8. Admission information given to office staff, class teacher and Learning Mentor, (also give to Inclusion Manager if necessary).

On admission:

1. Class buddy is appointed to welcome and support newly arrived child.
2. Referrals made to other agencies if appropriate (EMASS, SEN agencies etc). Admissions secretary actions school roll entry, provides necessary pupil data to assessment co-ordinator and gives the class teacher initial assessment pack.
3. Admissions secretary ensures necessary information (including NC assessments) is received from the previous school and circulated around the school as appropriate.
4. Class teacher makes sure that initial assessments in speaking and listening, reading writing and maths are completed within the first

two weeks, and areas of strength are established e.g. art, music, PE, general etc.

5. Children arriving who speak none or little English will also complete EAL assessment of their language abilities (found in the pack provided by the admissions secretary) and NASSEA grids will be completed within two weeks.
6. Class teacher meets informally with parents (if parents do not collect, a phone call will be made to offer the opportunity of a meeting) one week after the child starts school to ensure transition has been smooth and again one month afterwards. (Headteacher/Deputy to attend if needed)
7. NC levels in speaking and listening, reading, writing and maths to be passed on to the assessment co-ordinator within two weeks.
8. Progress to be closely monitored in reading, writing and maths through APP grids and pupil progress meetings.

Definitions of a mobile pupil

At Christ the Sower, we define a mobile pupil as any child who has arrived since the end of the previous Key Stage. These pupils' progress is closely monitored for at least 6 months after their entry to the school. All mobile pupils' progress is compared at least annually with the progress of children who have attended the school throughout the Key Stage.

The progress of pupils who have joined the school since October of Year five is also analysed at the end of Year 6 as this is in line with the OFSTED criteria for mobile pupils.

Appendices

1. Copy of pack used with all mobile pupils on arrival.

This Policy will be monitored and reviewed regularly by the headteacher and governors.

Date Policy Discussed by governors:

Date Policy Adopted:

Signed:

(Chair of Governors)