



ASTON-ON-TRENT PRIMARY SCHOOL



INDUCTION OF CHILDREN INTO SCHOOL

Reviewed and approved by Governors on 8th June 2026.

This policy has been impact assessed in the light of all other school policies, including the Disability Equality Scheme.

SIGNED:

PRINT NAME:

C. Coles

Chair of Governors

DATE:

08.06.26

SIGNED:

PRINT NAME:

S. Moore

Headteacher

DATE:

08.06.26

POLICY FOR INDUCTION OF CHILDREN INTO SCHOOL

1. INTRODUCTION

This policy sets out the procedures for integrating children into the school once approval has been given by the Local Authority.

2. INDUCTION OF RECEPTION AGE CHILDREN

2.1 AIMS

- Children entering our Reception class come from a range of settings and we work with parents and other professionals to provide a smooth transition into our school.
- To give children and parents as much information about the school and the education we provide as possible. (APPENDIX A)
- To give the children a secure and happy start to their education, while causing minimal disruption to existing pupils.
- To begin a partnership with children that will be lasting.

2.2 PRINCIPLES

- The induction provision for children on their initial visits to school will be sensitive and well balanced and are designed to help the child feel comfortable and happy about coming to school.
- Adequate provision of information to parents explaining the induction programme is essential, giving ample opportunity for questions to be asked and answered.
- The induction programme allows the child and parents to have sufficient information about our school and procedures to begin the partnership between school, the child and the parents.
- Children will experience time in school in smaller groups to allow staff and pupils to get to know each other
- All reception age children commence school on a full-time basis at the beginning of the new school year.

2.3 PROCEDURES

- Parents will be signposted to the induction pack on our school website.
- Parents will have the opportunity to visit school during our open days.
- Opportunities will be given to answer any queries before the term commences.
- All information required by school will be requested via the online forms which will be emailed to parents.
- The children will have opportunities, wherever possible, to meet with the class teacher.

- During the first six weeks of school, the Reception class teachers will make assessments of the children. This Baseline period allows staff to get to know the children and to find out what they already know to inform future planning. Formal lessons usually begin by week 4.

3. **INDUCTION OF CHILDREN ADMITTED TO SCHOOL MID-TERM TO ANY YEAR GROUP**

3.1 AIMS

- To ensure that each child's transition to school is a smooth one.
- To provide continuity in each child's education.
- To make each child's start a happy and successful one.

3.2 PRINCIPLES

- Parents will be encouraged to bring their child to school to look round and to meet their new teacher before the actual date to be admitted.
- All the children at the school are encouraged to be as welcoming as possible to new children so that each child's start is a happy and successful as possible.

3.3 PROCEDURES

- An invitation will be sent to the parents to visit the school with the child before the actual admission date. The Headteacher will also use this opportunity to explain the working of the school, its procedures and administration, as well as introducing the child's new class teacher and other supporting staff.
- Information about the school will be available on the school website
- The School Administrator will **try** to ensure that the previous school has forwarded all relevant information and records within the statutory 5 days.

4. **INDUCTION OF CHILDREN WITH SPECIAL EDUCATIONAL NEEDS**

We know that for any parent the transition to a new school is sometimes overwhelming, we know that this can be heightened if your child has special educational needs or disabilities. Positive relationships and a smooth transition are crucial.

4.1 PROCEDURES

- the Headteacher, SENDCo and office staff will arrange for the parents/carers and child to visit school at a convenient time to enable this supportive transition.
- Parents/Carers will be given the opportunity to discuss their child's individual needs, ask any questions about provision required and find out more about the SEND provision
- Where possible, the SENDCo will liaise with the previous setting and if appropriate will set up a transition meeting with all relevant parties.

At Aston-on-Trent School we believe all children, no matter what gender, race, or ability, have the right to be educated alongside their peers where possible, and that each child has the right to be valued and respected in the community. We are committed to providing all our pupils with equal opportunities for learning and to helping them realise their full potential in a life-long learning process.

ASTON ON TRENT PRIMARY SCHOOL
“ACHIEVING SUCCESS FOR ALL”
NEW ADMISSIONS PACK

Online forms for parents to complete:

1. Pupil Registration Form
2. Home School Contract
3. Pre-School Data Collection Letter (Reception starters only)
4. Parent Questionnaire (Reception starters only)
5. E-Safety Policy
6. Parental Consent for a Rolling Programme of Visits
7. Disability Equality Scheme Questionnaire

Policies available on website, includes:

1. Anti-bullying
2. Attendance
3. Dress Code
4. Food
5. Safeguarding
6. Governors' Curriculum Statement
7. Confidential Reporting Code

Available on website:

1. Privacy Notice
2. Uniform information
3. Information about the Early Years Curriculum and how it will be taught
4. Helping your child be 'Ready for School'
5. Guidance on toileting, supporting physical, social and emotional development
6. Virtual tour of the Early Years classroom