

Procedure for Admissions Including International New Arrivals

Beech Hill School



Approved by: Samantha Bowling and Sara Cockroft **Date:** 3rd September 2024

Last reviewed on: September 2024

Next review due by: September 2025

For Administration staff and anyone who would be involved in admitting new children into Beech Hill School.

1. Parents to fill in administration form, including language audit, home school agreement permissions and admission procedures. **Farhat Hussain (Attendance Officer) /Administration staff and interpreters (where possible)** to support parents with this.
2. **Samantha Bowling/Sara Cockroft** to allocate a suitable class for the child.
3. Start date to be given as soon as possible for children to teachers and department leads to inform them of the new child and start date.
4. **Farhat Hussain (Attendance Officer) /Administration staff and interpreters (where possible)** to give the parents and child a tour of the school and go through all relevant school policies. I.e. attendance, behaviour, expectations, dress code etc. Inform parent/carer of class and introduce to class teacher where possible together with start date.
5. **Yasmeen Amin (Office Administrator)** to email class teachers (and assistant head teachers of the year group) to advise of new pupils details, including start date, any medical concerns, previous education experience, whether they speak any English, refugee status where applicable. Report any Safeguarding concerns to **Samantha Bowling/Sara Cockroft**
6. Paper work to be given to **Richard Hodgson** as soon as possible so he can assign a UPN, set up passwords for Accelerated Reader and Admission paperwork to be scanned to SIMS. Inform **Lucy Mead** to set the child up with a Seesaw account and Yasmeen Amin to set up Parent Pay account where necessary.
7. Teacher to access the Pupil Admission Form through SIMS.
8. **Samantha Bowling/Sara Cockroft** / Class teacher to decide on relevant groups and interventions needed for new arrivals. Children who require Language support (International new arrivals to complete a 6 weeks induction programme with **Mandi Hunter, (Racing to English)** allow the child at least a day to settle into the new class.
9. **Class teachers** to monitor progress of the child and for New to English Children complete a **Basic Skills assessment for Reading (RWI Phonics) , Writing, Maths (Number Stacks) (See Sara Cockroft/Becky Creighton/Phonics Lead)**
10. **Baseline assessment on the BSquared** after the first term for pupils who have complex special needs
11. Report any concerns to **Samantha Bowling/Sara Cockroft.**

*International new arrival is classed as a child who has entered the country from another country within the last 2 years. They will either be brand new to English or have English as an additional language.