



# Joining the school

Parent Mini

Guides

The Three Schools

## Joining Procedure for pupils joining school mid-year

1. School contacted by parent / carer
  - Arrange appointment for viewing the school
2. The Office Manager / Headteacher will arrange:
  - Tour of school for parents
  - Provide Admissions pack with relevant forms
  - Await CTF file from previous school and import
3. The Classteacher will:
  - Prepare labels /books
  - Allocate class buddy
  - Assess level of attainment
  - Add information to Target Tracker
  - Pass data on to Key Stage leader
  - Discuss settling in progress with parents after 1-2 weeks
4. The Headteacher will:
  - Contact previous school for any relevant background information
  - Update SEN/ vulnerable child/PP register as appropriate
  - Contact other agencies if required
  - Add relevant information to school data





