



BEFORE PUPIL STARTS

Gather basic details:

- Full name
- Year group
- Previous school
- Reason for move

1. New pupil request from admissions

2. Phone previous school to gather information

3. Email request to Headteachers

4. Contact Parents to arrange school tour

- Inform year group of tour date and time
- Organise tour guide

SCHOOL TOUR

6. Provide school starter pack

- Show family around
9. Sort uniform
10. Take photo

11/12. Prepare pupil starter resources and Email class teacher list

FIRST DAY

13. Classroom buddies and meet child from reception and escort to class

- 15-19. Pupil Admin
- Process pupil forms
 - Request and process



New pupil - OFFICE

Name:		Date of Birth:	
Class:		Date of Admission:	

Office	DATE COMPLETED	STAFF INITIALS
Before pupil starts		
1. Request for a place received from Admissions		
2. Phone previous school to get details		
3. Advise Headteacher of above and get go-ahead to offer place		
4. Contact received from parents: (Who and contact details)		
5. Arrange school visit Date: Time:		
On tour date		
6. Info pack to parents, forms and tour of premises		
7. Arrange starting date a. Date:		
8. Headteacher to allocate class b. Class:		
9. Sort uniform		
10. Take photo of pupil		
11. Prepare all book labels for classroom		
12. Notify all staff 24 hours in advance with photo and new starter checklist attached for teacher (Appdx 2) and any other details		
First day		
13. Meet child on arrival and escort to new class		
14. Class teacher to allocate house		
15. Forms returned from parent		
16. Enter details on SIMS UPN number:		
17. Request CTF from previous school		
18. CTF sent		
19. CTF uploaded		
In first week		
20. Create Mathletics and Accelerated Reader logins and Target Tracker and advise teacher		

PUPIL INDUCTION CHECKLIST



21. Check Ks1 results have arrived. Check with previous school. Check on Key 2 Success website. If not advise Head team at TAC half termly meeting.		
22. Collect checklist from class teacher		
23. Checklist complete?		
In first term		
24. Ensure child's records are on assessment manager		
25. Ensure ks1 results are entered correctly on assessment manager		

Signed.....
Admissions Officer

Signed.....
SMT

New pupil – CLASS TEACHER

Name:	
Class:	
Date of birth:	
Date of admission:	

CLASS TEACHER	DATE COMPLETED	SIGNATURE OF PERSON COMPLETING ACTION
Before child starts		
<ul style="list-style-type: none"> • Make sure child has named tray and books 		
<ul style="list-style-type: none"> • Make sure child has named peg 		
First day		
<ul style="list-style-type: none"> • Assign buddy 		
<ul style="list-style-type: none"> • Buddy to give tour of relevant areas e.g. toilets, playground, dining hall, etc. 		
<ul style="list-style-type: none"> • Class teacher/TA to talk to child about rules & routines of the classroom & playground, expectations of behaviour & about the current learning of the class & complete "Welcome to The Mill." 		
In first week		
<ul style="list-style-type: none"> • Ensure child has reading book at correct level 		
<ul style="list-style-type: none"> • Issue Library number 		

PUPIL INDUCTION CHECKLIST



<ul style="list-style-type: none">• Issue login to Accelerated Reader		
<ul style="list-style-type: none">• Issue log in to Mathletics		
In first fortnight		
<ul style="list-style-type: none">• Set preliminary groupings for maths/literacy		
<ul style="list-style-type: none">• Carry out preliminary assessments		
<ul style="list-style-type: none">• Identify any Special Needs		
In first month		
<ul style="list-style-type: none">• Level using TT for Literacy		
<ul style="list-style-type: none">• Level using TT for Maths		
<ul style="list-style-type: none">• Enter results in Assessment Manager under last test results		

Please return to main office after first week.