The following process is in place to ensure the transition for pupils joining during the school year

Parents are invited into school for a tour of the school with a member of the
office staff. Focus is given to the year group the child will be joining (inside
and outside areas) which provides an opportunity to speak with classroom
staff. During the tour, questions are encouraged and the morning routine is
shared.

 Paperwork is completed, (with staff if necessary). This will include a pupil registration form, home/school agreement and information relating to school meals and online payment system.

•Parents are given an opportunity to buy uniform, information is shared with parents relating to the school Family Worker and SENDCO as necessary. Additional visits can be organised with an interpreter for parents with english as an additional language.

•Information about the new pupil is shared with the class teacher.