Induction and Admissions Policy

Contents:

Statement of intent.

1. Legal Framework.
2. Roles and responsibilities.
3. Welcoming a new pupil.
4. Other considerations.
5. Monitoring, review and progress reports.

Statement of intent

Once a pupil has been referred to First Round by the home school the provision will ensure that that the pupil themselves as well as their parent/carer(s) are provided with an effective induction procedure. This procedure will be overseen by one (or both) of the provision leads.

Through this policy First Round will ensure that every new pupil:

- Is seen at their home address together with a responsible adult before their planned start date in order that expectations from both sides are discussed.
- Is welcomed by the provision staff upon their start.
- Is provided with the necessary information to begin their program at the earliest opportunity.
- Meets the provision leads, staff and other pupils.
- Is supported throughout their induction and subsequent stay and given the opportunity to ask any questions.
- Is provided with a weekly progress report on how they are doing.

1. Legal framework

This policy has due regard to legislation and statutory guidance including, but not limited to, the following:

- DfE 'Keeping Children Safe In Education'.

This policy operates in conjunction with the following provision policies and documents:

- Safeguarding and Child Protection Policy.
- Health and Safety Policy.
- Equality, Equity, Diversity and Inclusion Policy.
- Behaviour and Anti-Bullying Policy.

2. Roles and responsibilities

The provision leads are responsible for:

- Overseeing pupil inductions.
- The co-ordination of the induction programme for all pupils.
- Helping the new pupil settle into their new surroundings.
- Ensuring the pupil is supported throughout their induction and being a point of contact for any queries or problems they or their parent/carer may have.
- Ensuring the new pupil is aware of the relevant protocols and procedures particularly with regards to Health and Safety, Fire Safety, expectations regarding behaviour and attendance etc.

3. Welcoming a new pupil.

A provision lead or both will initially access as much information as possible from the home school surrounding the new pupil's needs before the pupil themselves are met, together with a responsible adult, in order that expectations from both sides are discussed. This discussion will include:

- Information on the background and aims of the provision.
- Details of the support that the pupil will be given during their time at First Round.
- Information about their start date, including arrival times as well as First Round's dress code.
- Information about what they will be doing day-to-day as their program unfolds.
- Information surrounding travel arrangements to and from the First Round premises.

4. Other considerations

First Round will also ensure the following:

- That the home school point of contact or designated deputy is spoken to at least weekly whilst the pupils progress is discussed.
- The home school are involved fully regarding the re-integration of the pupil back into school.
- Parents/carers are afforded the same weekly update and will be visited in person as and if deemed necessary.
- Parents/carers will know the aims of the program from the outset.

5. Monitoring, review and progress reports.

First Round will monitor the progress of every pupil who attends the provision and leads will:

- Seek to ensure that the correct learning levels are in place.
- Support each child to maximise the chance of success.
- Give a verbal weekly update to the home school followed by a written final report upon completion of the agreed placement.

This policy will be reviewed by the provision leads on an annual basis and is next due to be so in **September 2027**.

Any changes to this policy before this date will be communicated via the First Round website.