



# Cottesmore Academy



## Children joining our school

For Office use only	
Name of the child:	Gender: M/F
Year group:	Tour of school: Y/N
Address:	
SEND identified:	Notified SENDCO:
Medical needs identified:	Notified Leadership: Y/N
Date starting with us:	Date we offered a space:

For Office use only		
<b>3 weeks before the child joins Cottesmore Academy</b>		
Action	Date	Sign off/ comments
Welcome letter is written with a buddy identified, photos included and posted directly to the child		
Name is added to the Welcome board		
Previous school is contacted by the SENDCO or Head, if appropriate		
The family is offered the opportunity to have a tour of the school		
An introduction pack is sent to the family – admission forms, School Meal provider information, Parentmail, Parent Portal, dojo, school uniform, etc		
<b>Day of starting our team</b>		
The child (and family) is greeted at the office		
Locker, books, drawer, etc are ready for the child before they enter the school		
Class teacher invites the parent onto dojo		
<b>Within 2 weeks of being on roll</b>		
Baseline assessment is carried out by the child		
Baseline assessment results are added to Integris		
<b>Between 2 – 3 weeks of being on roll</b>		
A telephone call is made to the family to answer any questions and to check the success of settling in		
Child's name is removed from the Welcome board		