



Child's Name:

Date started:

| Distribution List | |
|----------------------|--|
| Senior Admin Officer | |
| SENDCo | |
| Assessment Manager | |
| Teacher | |

Actions that **must** be completed on admission of a new starter to Grateley Primary School.

| | Date | Signed | Timeframe |
|--|------|--------|---------------------|
| Admin Officer | | | |
| Inform Admission's Team of child's arrival - phone or email | | | 1 week |
| Put name on new joiners' list in Staff Room, inform staff/1 st Aiders of any allergies, issues, etc | | | 1 st day |
| Contact old school for CTF and any other paperwork | | | 1 week |
| Download CTF | | | 1 week |
| Notify Head Teacher of any attendance concerns | | | 1 week |
| Complete contact details in desktop address file and emergency contact sheet | | | 1 week |
| Notify ELSA and Armed Forces TA if applicable | | | 1 week |
| File paperwork in Students' Details file | | | 3 weeks |
| SENDCo | | | |
| SENDCo re SEND – EHCP raised & implemented IBPs raised & implemented Targets on support plans shared | | | 2 weeks |
| SENDCo Co-ordinate with class teacher – support in place | | | 2 weeks |
| Class Teacher | | | |
| Assign a classroom buddy for 1 st day | | | 1 st day |
| Set up pegs, reading books, spellodrome, homework folder. | | | 1 week |
| Contact last teacher at old school | | | 1 week |
| Record current levels on Insight | | | 2 weeks |
| Ensure targets for reading/writing/maths are set | | | 2 weeks |
| Meet with parents/carers | | | 3 weeks |
| Screening – KS1 – DEST WRAPs ORT assess & progress | | | 3 weeks |
| Screening – KS2 – DST Reading and Spelling ages | | | 3 weeks |