

# Harrow Lodge Primary School



## EARLY YEARS INDUCTION POLICY

<b>REVIEWED:</b>	<b>Summer 2025</b>
<b>EFFECTIVE PERIOD:</b>	<b>Autumn 2025 – Autumn 2026</b>
<b>DUE FOR REVIEW:</b>	<b>Summer 2026</b>
<b>RESPONSIBLE PERSON(S)</b>	<b>MRS L SEARLE</b>

## **Aim**

The aim of this policy is to provide a framework for a smooth and successful transition into full-time education for children entering into the Early Years Foundation Stage.

## **Induction**

At Harrow Lodge Primary School, we believe that the induction process of children into the Early Years Foundation Stage should encourage all children to have a secure and happy start to their education. To enable children to have a positive and happy induction experience we aim to: -

- Establish a structure by which children will be given a positive start to school life.
- Create an open and welcoming atmosphere for parents of new children.
- Ensure that parents/carers are well informed and feel confident about the induction process.
- Encourage children to make and form relationships with each other and the larger school family gradually.
- Encourage school staff to get to know children as unique individuals gradually.
- Enable children to become familiar and confident with the school environment and school routines.
- Provide quality time to carry out accurate baseline assessment to assess children's individual needs.
- Ensure that pupils and their parents who join us at a later stage for induction will be offered appropriate support and guidance.

## **Induction Process**

### **Communication with / visits to pre-school**

During the summer term, the Early Years Foundation Stage Teachers visit nurseries to meet the children with special educational needs or children that have extenuating or special circumstances and to liaise with their key workers.

### **New parents meeting**

Parents and carers will be invited to attend a Welcome Meeting in the second half of the summer term. During this meeting, the induction process will be explained in more detail and there will be time for Parents/carers to ask questions at the end. A Welcome Pack with induction details along with admission documents will be provided at this meeting. The meeting will be an opportunity for parents/carers, teaching staff and colleagues from the wider school family to introduce themselves and to be available to address specific queries should they arise. The meeting will also cover the following general aspects of school life: -

- Attendance and punctuality
- Appropriate uniform
- School rules and routines
- School partnerships with parents/carers

## **Individual Meetings**

In the Welcome Pack at the Welcome Meeting, parents and carers will receive a list of transition meeting dates. This will include an individual meeting with your child's class teacher to which parents are asked to bring their child. It is an opportunity for the teacher to find out all that she can about the children so that they can be fully prepared to meet the children's needs when they start school.

## **Stay and play**

All children and their parents/carers will be invited into school prior to their September start date for a 'stay and play' session where they will meet the Reception Teachers, Teaching Assistants and each other. This is an opportunity for them to begin to familiarise themselves with their new learning environment and with the adults who will be teaching and caring for them. Whilst children are in their Stay & Play session, parents and carers are invited to join us in the hall for a discussion on preparing their children and themselves for the transition from nursery or home to school.

## **Phasing Admissions**

The induction programme will consist of a week of morning or afternoon sessions moving to full days at the beginning of the second full week. As a school, we recognise that there may be exceptions to this expectation which arise on an individual basis and can be discussed with the Early Years Foundation Stage teachers as appropriate. Children with Special Educational Needs or Disabilities will attend school for 2 or 3 days prior to the rest of the cohort in order to allow them to transition with a much smaller group and allow teachers to familiarise themselves to the children's specific needs. Details of each child's individual induction programme will be communicated to parents and carers in their welcome pack.

## **Induction for Reception children who join at other designated times during the academic year (known as 'in-year admissions')**

Parents are required to meet the Head Teacher on a pre-arranged visit to which the child is also expected to attend so their child can meet their teacher and classmates prior to the actual admission date. Children are also able to spend half a day in school to support this transition and to familiarise themselves with the school environment and its routines, as well as spending time with their new classmates if the parent thinks this is necessary.

On the day the child is to be admitted, parents are asked to arrive at the school office at 9.00am. The Headteacher, Deputy Headteacher or Office Staff will take the child to the class where the class teacher will be waiting.

## **Admission Pack**

An admission pack is given to each parent containing: -

- Admission Form
- End of Day arrangements
- Declaration form
- Picture Release Form
- Internet Safety

- Pupil Premium
- Home School Agreement (School copy/Parent/child copy)
- Breakfast Club Booking Form
- After School Club Registration Form
- PTA Expression of Interest
- Attendance Matters
- Letter of Introduction
- Prospectus
- Why Uniform
- Helpful Hints
- Packed Lunch Guidance
- Cool Milk
- How to Help Your Child at Home
- School Streets Scheme
- School Term and Holiday Dates
- Pupil Privacy Notice
- Parent/Carer Privacy Notice
- Rights and Responsibilities

### **Conclusion**

This policy should be read in conjunction with the '*Admission to Primary Schools in Havering*' document which can be referenced at [www.havering.gov.uk](http://www.havering.gov.uk)

### **Early Years Foundation Stage Leader**