



ALBANY RISE PRIMARY SCHOOL

Induction for New Students Policy

RATIFIED BY SCHOOL COUNCIL: 23rd May 2018

REVIEW DATE: 2021

PURPOSE:

- 1.1 To ensure students who enter Albany Rise Primary School as a new student in Year 1 to 6, are successfully supported to transition to our school.
- 1.2 To ensure that student intake processes are compliant with Department requirements including that:
 - eligible students are admitted
 - student placement is determined using consistent criteria
 - necessary enrolment documentation is obtained and accurate records are maintained
 - student transfers are managed appropriately

GUIDELINES:

- 2.1 Students transitioning from Pre-school to Foundation have a separate induction and transition process. Refer to ARPS Transition Policy for more information.
- 2.2 Children of school age have the right to be admitted to their designated neighbourhood government school at the beginning of the school year (or when relevant) unless an approved alternative placement has been arranged.
- 2.3 The designated neighbourhood school is the school that is nearest the student's permanent residence, unless the regional director:
 - needs to restrict new enrolments at a school
 - has designated the neighbourhood boundaries for the school
- 2.4 The following documents must be provided before a student can be enrolled at the school:
 - Completed enrolment form signed by parents
 - Proof of date of birth (eg birth certificate)
 - Immunisation record / certificate
- 2.5 Before enrolling, families are encouraged to undertake a meeting and school tour with the principal (or delegate). Any additional student needs are discussed at this meeting.
- 2.6 Level team leaders will confer with staff and Principal regarding the best class placement for any new student.
- 2.7 A clear process from initial contact with the school to placement in the classroom is provided to ensure a smooth transition to the school.
- 2.8 A copy of the induction process for new students is provided to all teaching and administration staff.

Resources:

- ARPS New Student Induction FlowChart and Checklist
<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/intake.aspx>

Principal: _____

School Council President: _____

Date ratified by School Council: ___23rd May 2018 ___

To be reviewed: _____2021_____

ARPS POLICY

ARPS New Student Induction Flowchart and Checklist

When	What	Who	Completed
Initial contact with school	<ul style="list-style-type: none"> <input type="checkbox"/> If phone call, list: student first and last name, parent name, proximity to school, previous school, year level, start date <input type="checkbox"/> If approaching the office: complete all details on Front page of enrolment form. Copy and keep on file. (Can provide Enrolment pack if definite about attending) 	Office/ Admin	
Immediately after initial contact with school	<ul style="list-style-type: none"> <input type="checkbox"/> Forward details to Principal/ AP on same day as contact <input type="checkbox"/> AP/ Principal to make contact with family to arrange a tour/ meeting <input type="checkbox"/> Dates are written on details page and on Outlook calendar <input type="checkbox"/> Details page is kept in 'Prospective Enrolments' folder in Principal's office. 	Prin/AP	
First Visit to the school	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with Principal/ AP to discuss individual child and meet family/ carers/ workers (Take notes as needed) <input type="checkbox"/> Tour of the school (as appropriate) <input type="checkbox"/> Information pack provided to family: Enrolment form, School information book, Uniform order form, policies, Standard permission form, canteen list (Foundation orientation information and dates if appropriate) <input type="checkbox"/> Complete enrolment form with parent (where appropriate). Ask if interpreters are required, and which language. Ensure this is written on the form. <input type="checkbox"/> Arrange uniform purchase <input type="checkbox"/> Contact previous school (where appropriate) <input type="checkbox"/> Place notes with information in prospective enrolments folder 	Prin Office staff Prin/AP	
Prior to starting (1-2 weeks prior)	<ul style="list-style-type: none"> <input type="checkbox"/> Determine which class the student is to go into. Inform teacher. <input type="checkbox"/> Mail/ email confirmation letter and welcome to family. (Or provide on first day) <input type="checkbox"/> Ask parent to sign 'consent to share' form if agencies are involved <input type="checkbox"/> Provide recent and upcoming events notices and a most recent Newsletter <input type="checkbox"/> Confirm payment of fees (pro rata) with family (or on first day) <input type="checkbox"/> Provide Flexibuzz, QKR information plus meeting schedules for sub committees and council <input type="checkbox"/> Prepare student locker, tub, take home pouch etc. Update class lists and displays (as needed) 	Prin/AP (letter) Office/ Admin teacher	
Day 1	<ul style="list-style-type: none"> <input type="checkbox"/> Request the family to come 10 minutes early Student (and family) walked to the classroom and greet the teacher <input type="checkbox"/> Update Enrolment form information on CASES <input type="checkbox"/> Confirm student has books and requisites <input type="checkbox"/> Email all staff (DL) new student name and grade 	Teacher/ AP/Prin Office Staff	



ALBANY RISE PRIMARY SCHOOL

Induction for New Students Policy

RATIFIED BY SCHOOL COUNCIL: 23rd May 2018 REVIEW DATE: 2021

	<input type="checkbox"/> Assign a 'buddy' in the student's class to orientate the student. (Grade 6 buddy for Foundation)	teacher	
Day 2	<input type="checkbox"/> Roll over CASES data to Compass <input type="checkbox"/> Print and send home Compass log on information <input type="checkbox"/> Contact ICT Staff to update software log on information and passwords: VCAA, MOI, EOI, Mathletics, Reading Eggs, Server, etc <input type="checkbox"/> Check with class teacher on student's 'settling in' to the class <input type="checkbox"/> Contact parent (Yard/ phone) regarding positive start at the school - invite them to parent activities <input type="checkbox"/> Create Yellow student file for student	AP ICT Staff Well Being Officer teacher	
After 2 weeks	<input type="checkbox"/> Meet with teacher and student to see how well they have settled in <input type="checkbox"/> Document meeting- file <input type="checkbox"/> Welcome to the school with SOTW award (as appropriate)	Prin/AP / Well Being Officer	
As required	<input type="checkbox"/> Continue to closely monitor student for one term	All staff	

CY
POL
S