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

Principal: ________________________________
School Council President: ________________________________
Date ratified by School Council: ___23rd May 2018 ___
To be reviewed: ___________2021___________
<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Who</th>
<th>Completed</th>
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| Initial contact with school   | □ If phone call, list: student first and last name, parent name, proximity to school, previous school, year level, start date  
□ 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 | □ Forward details to Principal/ AP on same day as contact  
□ AP/ Principal to make contact with family to arrange a tour/ meeting  
□ Dates are written on details page and on Outlook calendar  
□ Details page is kept in ‘Prospective Enrolments’ folder in Principal’s office. | Prin/AP                     |           |
| First Visit to the school     | □ Meet with Principal/ AP to discuss individual child and meet family/ carers/ workers (Take notes as needed)  
□ Tour of the school (as appropriate)  
□ 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)  
□ Complete enrolment form with parent (where appropriate). Ask if interpreters are required, and which language. Ensure this is written on the form.  
□ Arrange uniform purchase  
□ Contact previous school (where appropriate)  
□ Place notes with information in prospective enrolments folder | Prin                         | Office staff    |
| Prior to starting (1-2 weeks prior) | □ Determine which class the student is to go into. Inform teacher.  
□ Mail/ email confirmation letter and welcome to family. (Or provide on first day)  
□ Ask parent to sign ‘consent to share’ form if agencies are involved  
□ Provide recent and upcoming events notices and a most recent Newsletter  
□ Confirm payment of fees (pro rata) with family (or on first day)  
□ Provide Flexibuzz, QKR information plus meeting schedules for sub committees and council  
□ Prepare student locker, tub, take home pouch etc. Update class lists and displays (as needed) | Prin/ AP (letter)  
Office/ Admin                | teacher                     |
| Day 1                         | □ Request the family to come 10 minutes early  
Student (and family) walked to the classroom and greet the teacher  
□ Update Enrolment form information on CASES  
□ Confirm student has books and requisites  
□ Email all staff (DL) new student name and grade | Teacher/ AP/ Prin           | Office Staff    |
## Induction for New Students Policy

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

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