



St Faith's

Church of England
Infant and Nursery School

Pupil Mobility Policy

As a Church School, the distinctive Christian values of respect, compassion, trust, justice, friendship and community are promoted through the experiences we offer to all our pupils, to give pupils the knowledge, skills and understanding that they require to lead confident, healthy and independent lives. We promote the teaching and understanding of fundamental British values in order to prepare pupils for life in modern Britain. We positively teach the values of democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith. Teaching the fundamental British values helps the children to become informed, active and responsible citizens.

This policy outlines the nature and management of **pupil mobility** in our school. It reflects the consensus of opinion of all members of staff. It is based on current practice and has the full agreement of the governing body. The implementation of this policy is the responsibility of the Head teacher, teaching staff and support staff. It is our collective responsibility to raise awareness and that policies are known, understood and used in an appropriate way

Introduction

There are many different types of mobile pupils, from families who move into the area, families who arrive in the country with little or no understanding of English, to children of armed forces families, children whose parents/carers may have separated, children who have been abused, families and children who are fleeing domestic abuse, children who have been taken into the care of the Local Authority and those who may have changed schools because of issues such as bullying. All of these children have the right to a good education. However, we recognise that high levels of pupil mobility can be a major factor in the underachievement of pupils. Therefore, our Pupil Mobility Policy aims to ensure a smooth transition into school.

High levels of pupil mobility can make a significant impact on school planning and organisation and on overall school performance. This policy reflects the school's values and philosophy in relation to new pupils and it sets out a framework within which teaching and support staff can operate to meet the needs of these pupils.

Aims of the Policy

The main aim of this policy is to ensure that all children who enter our school mid-year or mid-term are welcomed and feel valued and happy, as soon as they join our St Faith's family. The pupils should receive the support they need quickly and the good education they deserve, whatever the challenges and needs they present. The policy also aims to develop a systematic and efficient process for the induction of new children into our St Faith's family. All relevant pupil information must be gathered and used effectively to support transition into the school. We also aim to involve parents and carers in the school and the education of their child, ensuring that they feel they can build relationships with the school from the outset.

Responsibility to implement the Mobility Policy

Head teacher and Governing Body

- Develop a belief and ethos in the school to enable all children to reach their full potential, and ensure that differences are celebrated and high expectations ensure achievement for all.
- Meet and welcome all new children and their parents/carers. This may be on their first day or during a visit to the school, prior to starting.
- Welcome all new children to the school during Collective Worship. Talk about how we welcome and look after new children, welcoming them into our family, not singling children out but speaking generally.
- Respond to the impact of new children on other members of our school family.
- Plan an appropriate curriculum within the constraints of the school and in relation to individual needs.
- Ensure that staff induction covers Pupil Mobility and the use of this policy.
- Ensure there is a systematic, effective and practical admission procedure and induction for all new families.

SBM/Administrator

- Lead the induction process with new children and their parents/carers and ensure that this policy is fully implemented. This includes:
 - supporting the parent/carer in completing the school admissions pack.
 - gather information on any additional needs e.g. Special Educational Needs, medical needs including allergies.
 - ensure accurate information is provided about who can be contacted in an emergency.
 - discuss and record permission for the use of names and photographs on social media and our website.
 - gather information on the language spoken at home, as well as the pupils' Nationality and faith (if relevant).
- Manage the admissions procedure ensuring that the information received through a 'Common Transfer File' (CTF) is updated to match the information provided by the parent on admissions paperwork.
- Ensure all information provided to the school by the parent/carer, or from the previous school, is communicated and shared with all relevant staff.
- Make contact with the previous school and complete the 'Transition information' document gathering prior assessment information (see Appendix A).
- Establish eligibility for Pupil Premium or other relevant information as applicable e.g. 30 hours in Nursery.
- Enter additional pupils' details on the school's management system, Scholarpack.
- Get accurate analysis of previous school attendance.
- Ensure that all fields are completed on Scholarpack for each child and maintain records.

Special Educational Needs Coordinator / Designated Safeguarding Leads / Nurture Lead

- Gather information on any previous or current Social Care involvement.
- Respond to behavioural problems during transition and support staff and children in ensuring a smooth transition for all.
- Ensure provision for the child is in place and provides continuity of education at an appropriate level.
- Contact the previous school (if relevant) for up-to-date information and assessments in relation to the pupil's additional or Special Educational needs.
- Provide emotional and practical support for new children and their families.
- Contact any other agencies involved with the family, if applicable.

Class Teacher

- Receive the information from the SBM/Administrator.
- Make contact with the school to speak to the previous class teacher, for up-to-date information.
- Prepare name labels and books for new children, to ensure that they feel welcome.
- Make secure judgements of children's ability on arrival and assessments of any gaps in learning, other additional needs or personal support needs.
- Plan an appropriate curriculum within the constraints of the school and in relation to pupils' needs.
- Support children both academically and socially through responding to information and learning needs, making accurate assessments and ensuring they have peer support in class.
- Ensure that effective and bespoke teaching and learning can take place, including through intervention, to maximise progress.
- Monitor the progress of all mobile children and be involved in pupil progress meetings.

Prior to admission

- All new children and their families will be invited to meet the Head teacher (or member of the SLT or the Administrator, if the Head teacher is unavailable) and have a tour of the school and ask any questions. They will be given an explanation of some key features and requirements of the school, including: times of the day, key staff, our Social and Emotional Communication Policy, wraparound care, lunchtimes and school uniform etc.
- Parents/carers will be provided with a school leaflet and links to materials/policies online. Children and their families will be introduced to the class teacher, and shown where the classroom is in the school, including toilets.

First Day Procedures

- New pupils and their parents/carers will be met in the main reception by a member of staff and will be escorted to their new classrooms and reminded where cloakrooms and toilets are.
- The class teacher will ensure new pupils have the appropriate books and resources needed in class.
- The class teacher will introduce the new pupil to the class.
- Children will be given a friend to look after them. The paired child/children will ensure the child is not alone at playtimes or in class and will help explain routines and expectations.
- The class teacher will explain our school rules of Ready. Respectful and Safe to the child.
- At the end of the day the class teacher will speak to parents/carers to provide positive feedback on how the first day went.

First Week Procedures

- Class teachers will baseline the children and assess them in Reading, Writing and Maths. They will be provided with a book bag and reading book to take home.
- Records from the previous school will be shared with class teacher.
- Child protection information will be shared, as applicable.
- SEND information will be shared with the SENDCO.

Monitoring

The Head teacher will monitor the impact and implementation of this policy at selected points to ensure the above procedures are being followed by all staff concerned and that all children are making good progress from the moment they begin our school.

Safeguarding procedures

At St Faith's we have a positive culture of safeguarding, with effective policies and procedures in place. Our safeguarding procedures are outlined in our Child Protection and Safeguarding Policy, which can be found on our website <https://stfaithscofe.secure-primariesite.net/safeguarding-information-and-policies/>.

Approved by the governing body on:	March 2025
Signed (Chair of Governors)	Dave Vincent
Signed (Head teacher)	Amanda Konrath
Review Date	March 2027

Appendix A:

Mid-year Admissions: Transition Information

We get many children joining mid-year. We are either notified by a family or by the Local Authority. Please see the Pupil Mobility Policy for our procedures when we have a child joining mid-year. Below is our Transition Information document:

Child's name	
Previous school name and phone number	
Key information: PP, Services, EAL	
SEND needs, including behaviour	
Safeguarding concerns (CPOMS records)	
Medical information: e.g. allergies, sight, hearing	
Any other information received	