PROCEDURE FOR CHILDREN JOINING DPPS DURING A SCHOOL YEAR.

Telephone call from parent received by Office staff or Request for transfer received from LA by Office staff

Headteacher informed and contact made by Headteacher to Headteacher of child’s current school.

Decision made to offer a place and in which class made by Headteacher. LA informed of decision by Headteacher

Parents receive letter from LA informing them that place is available and a telephone call from Head teacher to arrange a visit to school.

Induction pack prepared by Office staff containing data collection forms, consent forms, contact details, parent partnership guide, lunchtime arrangements, uniform details, term dates and other school information.

Parents meet with Headteacher or Deputyheadteacher.

Family taken on tour of school by Headteacher or Deputy

Children’s needs discussed including additional needs.

Start date agreed.

Parents and children introduced to new teachers and classes during tour of school.

Headteacher or Deputy meet parents and children at reception at start of first day at school.

Office staff collect completed forms from parents.

Headteacher or Deputy take children to new classes on first day.