

# St. Oliver's Special School



## Induction of New Pupils Policy

### **Introduction:**

This policy was formulated to clearly outline to parents the process of induction of new pupils in St. Oliver's Special School.

### **Rationale:**

This policy is in place so that:

- Young children are easily transitioned to their new school
- The school is a welcoming and inclusive environment
- All new pupils have clearly defined guidelines on school routines
- All parents are informed of school policy and procedure

### **Roles and Responsibilities:**

This policy is made available to all staff who share in the implementation of the school's induction policy. The Principal monitors the implementation of the policy in the school.

### **Aims and Objectives**

- To smooth the integration of new children into the school education system
- To enable the school to provide the most appropriate learning environment through knowledge of the academic and social level the child is at
- To enable optimum inclusiveness

### **School Procedures:**

#### **Infants:**

- The school enrolment form is the first step in formally enrolling a child in St. Oliver's Special School. Parents provide all the relevant information necessary for

the school, including a Psychology Report. The school issues the schools enrolment policy to all applicants at this stage.

- The final day for enrolment is the first Friday in March of each school year. Following this the Board of Management review all applications. All children who successfully meet the criteria set out in the Enrolment Policy and subject to spaces being available in the school, enrolment is approved and parents are approved in writing.
- Included in the letter of successful enrolment to parents the "Induction of New Pupils Policy" is included.
- The school holds an 'introduction morning' in early June when all parents with children who have satisfied the enrolment criteria visit the school and meet with both the class teacher and their new classmates. Parents can become acquainted, while the new student engage in free play with specially selected play equipment and games
- New parents are furnished with the school's;
  - Code of Behaviour
  - Anti-Bullying Policy
  - Policy on the use of Physical Intervention and Restrictive Practice
  - Communication Policy
  - School Booklet
- All new parents will attend a compulsory meeting with the school Principal in June to discuss school rules, policies and procedures. Parents will be required to sign off on all school policies to complete enrolment.
- New students are required to attend for a half day only (12.00 finish) for the first 2 weeks of the new school year. This greatly assists the smooth integration of pupils into the regular school system.
- New parents are requested to furnish transport operators with clear instructions re;
  - Pick up point
  - Drop off point
  - Emergency contact numbers
  - Provide suitable seating and transport and/or any additional supports (i.e. harness or angel guard)

### **New Pupils:**

If space is available, new pupils will be accepted into classes other than the Junior Class or Early Intervention if they satisfy all enrolment criteria. The following simple procedures to aid inclusion are promoted by the school;

- Every class is encouraged to facilitate the integration of new children through kindness, inclusion etc

- Parents are required to furnish the school with copies of relevant documentation such as school reports from previous schools, psychological reports(if applicable), etc.
- Children are assigned to appropriate age-related classes
- All new children are made familiar with the rules of the school
- Every practicable effort is made to facilitate children who have special talents
- Home/school links are encouraged and lines of open communication with parents are put in place with the use of the Home School Communication Journal.
- New parents will attend a compulsory meeting with the school Principal in June to discuss school rules, policies and procedures.

**Success Criteria:**

- Newly inducted children who are happily adjusted and making progress
- Parent satisfaction

**Review:**

The Board of Management will review its Induction of New Pupils Policy on a bi-annual basis.

**Ratification and Communication:**

This policy was ratified by the Board of Management on 6<sup>th</sup> June 2018. The policy will be made available to all school staff and to parents/guardians of children in the school on request. Arrangements are made to communicate the policy to all parents/guardians on successful enrolment in St. Oliver's Special School.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson, Board of Management

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

Date of next review: \_\_\_\_\_