



## Induction of New and Infant Pupils

### Introduction

This policy was formulated in response to increasing applications for enrolment into the school. It also formulates a framework for ease of induction of new pupils / infants into the school system.

### Rationale

This policy is in place so that –

- Infant children are not traumatized by the transition to 'big school'
- The school is seen as a welcoming and inclusive environment
- All new pupils have clearly defined guidelines on school routines
- All parents are kept informed of school policy and procedure re. induction

### 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 whole school implementation of policy.

### Aims and Objectives

- To smooth the integration of new and infant children
- To enable the school provide the most appropriate learner environment through knowledge of the academic and social level the child is at
- To enable optimum inclusiveness

### Relationship to school ethos and equality

The ideal of inclusiveness is central to the ethos of the school.

### Policy Content

#### Infants

- The school enrolment form is the first step in the induction process. Parents provide all the relevant information necessary for the school to have appropriate child friendly induction procedures in place. The school issues the school's enrolment policy to all applicants at this stage.
- The school holds an information day in early June when all parents with infants or other new pupils who have satisfied the enrolment criteria visit the school and meet with both the teacher and their new classmates. Parents come to the hall for a short talk and a cup of tea/coffee while the new infants engage in free play with specially selected play equipment and games
- New parents are furnished with the school's Prospectus on enrolment. This contains the
  - School code of conduct
  - Information on school uniform
  - Mission statement

Other policies are available on request.

- Junior Infants are required to attend for a half day only (12.00 finish) for the first week of the new school year. This greatly assists the smooth integration of infant pupils into the regular school system
- New parents are requested to fill in school transport forms should their child require public bus transport.
- Senior classes are encouraged to show kindness and act as mentors to new infant children



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## New Pupils

If space is available new pupils are accepted into classes other than Junior Infants satisfying all other 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) and the results of any standardized tests.
- 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
- Language barriers are addressed through the provision of a language teacher / Resource teacher
- Home – school links are encouraged and lines of open communication with parents are put in place

## Success Criteria

- a) Newly inducted children who are happily adjusted and making progress
- b) Parent satisfaction
- c) School yard supervision and in class teacher observation

## Implementation and Review

The Policy is currently being implemented and will be reviewed in the light of future enrolment trends.

## Ratification and Communication

Signed on behalf of Board of Management:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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