



Date of Policy Review:	Reviewer:	Date Ratified by Governors:	Date Shared with Staff:	Date of Next Review:
September 2018	J. Fitzgerald			

Article 28: Children have a right to a good quality education

Article 29: Children have the right to an education which develops their interests, talents and abilities

Rights Respecting Schools

As a Rights-Respecting School, we use children’s rights to underpin everything we do and learn. Marlborough Primary School has been working closely with [UNICEF](#), and is a 'Rights Respecting' School. The term is bestowed on those schools who, in the eyes of UNICEF, put the '[UN Convention on the Rights of the Child](#)', (UNCRC) at the heart of their planning, policies, practice and ethos.

UNCRC is a list of rights that all children, everywhere in the world, have. The rights are all the things that children and young people need to make sure they are healthy, happy and safe. A rights-respecting school not only teaches about children's rights, but also models rights and respect in all its relationships: between adults and children, between children themselves, and between adults themselves.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school’s Data Protection Policy.

Data Audit for this Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Registration / Admissions Data	Name D.O.B. Address Telephone Medical Issues Parental Details	Legally Required to For Admission to School Well-Being of Your Child Communication	All Staff (Where Necessary)	Initially Completed on Paper Then Entered Onto School’s Information Management System Paper Version is Shredded	Held on File Throughout Child’s Time at School Passed onto New School When Moving Computer Retains Copy of Records in ‘Archive’

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
✓		





Pupil mobility can be defined as:

‘a child joining or leaving school at a point other than the normal age in which children start or finish their education at that school, whether or not this involves a move of home.’

The educational penalty resulting from mobility can be lower than expected levels of attainment; therefore it is vital to establish systems and processes to ensure that the school is able to respond effectively to both the emotional and educational needs of mobile pupils as this will maximise the progress and attainment of these pupils.

STATEMENT OF INTENT

The school implements an effective induction programme for all new pupils.

Induction of a child:

The class teacher and class will be prepared for the arrival of the new pupil at least two days before admission, wherever possible. A buddy will be allocated from the same class as the new child and preferably with the same first language, if appropriate, as far as possible so ensure a smooth and successful transition.

The buddy will welcome the new child and share the following information:

- The MAGIC School Rules and our school values
- Class expectations and procedures
- Fire evacuation procedures
- The school building/classroom
- Procedures for the start and end of the day
- Headteacher, Deputy Head, Phase Leader and other key member of staff

The School will support the successful induction of a new pupil by ensuring that:

- The parents/carers and child will be introduced to a member of SLT
- Parents/carers and child will meet their new class teacher
- The School will collect relevant medical information
- The School will provide information on free school meals eligibility
- The School will provide information about uniform, book bags, routines etc
- The class teacher will inform parents/carers of homework expectations, PE days and other relevant information
- The class teacher will provide “co-opted” buddy for the new pupil
- The classroom and other relevant materials will be ready for when the new pupil arrives in class, for example exercise books and pegs which are correctly labelled

The school will obtain the following information from the child’s previous school:

- the attainment records
- reports on behaviour / attendance / punctuality / SEN / EAL / CP
- any other relevant information.

Teacher assessments will be carried out by the class teacher within the first two weeks to establish prior knowledge and attainment. EAL pupils will have a formal assessment of language needs after a two week settling in period.