

Guidelines for Newly Arrived Student Admissions Inclusion Procedure

Family attend admissions meeting

Parents/Student are given start date/time, Information on term dates, school hours, lunch time arrangements, uniform

Information pack given

Inclusion Manager attends admissions meeting.

For EAL families/ student multilingual support for pupils arranged with Emas if required/available.



A timetable is created for each new student. EAL students are paired with a pupil in the same year group, with consideration given, where possible, to matching the same home language.

Teachers emailed with new student timetable and any appropriate additional information.

Student added to any appropriate registers (SEND Register / EAL register/ Medical Register)

New students typically start on a Thursday at 9am.

Upon arrival at the school, students are provided with:

- A tie and blazer
- Their timetable
- An iPad (if required)
- A school map (if required)
- Arrange lunch options (fingerprint/lunch code)

Students will then be taken to the library, where they will receive a warm welcome and have the opportunity to share important information with staff to help us support their transition into school.

At 10:00am, current Meadow Park students will lead a guided tour of the school, helping new students become familiar with key areas and facilities.

Where possible, each new student will be introduced to their assigned buddy, who will support them during Lesson 2 and help them settle into school life and classroom routines.



Orchard Team determine if any assessments or external professionals' referrals are appropriate at this stage, based on information gathered during admission.

For an EAL student, an EAL assessment will be completed during the week following the student's enrolment. The information gathered will be used to identify the student's language needs and support requirements. Assessment outcomes will be recorded on the student's profile to help staff provide appropriate support across the curriculum, as well as the EAL spreadsheet.



If appropriate students will be added to targeted intervention groups.

An EAL student who has very little or no basic English, will commence a 10-week induction programme for newly arrived EAL learners 3 hours per week if appropriate

Information will be available on the student's passport, EAL profile or IHCP as appropriate (Bromcom), including guidance on appropriate in-class strategies to support their learning.



Students' progress is reviewed as part of the graduated approach and this is ongoing, through KPI data (class teacher assessments, attendance, house points), screeners (whole school; EAL Flash Academy, Salford Reader, FFT Reading Test (yr 8), student specific; IDL Literacy, IDL Numeracy EXACT). As well as through our Orchard referral process and Team Around the Child meetings (TAC).

Information pack:

Parent handbook

Student handbook

Inclusion Orchard Parent Handbook

Uniform voucher

Reporting your child absence via MyChildAtSchool (MCAS)

Free school meal information

Parent App

School term dates

Attendance matters

Duke of Edinburgh at Meadow Park

Enrichment clubs

Meadow Park uniform swop shop

Breakfast club

Information regarding E-Scooters and Student safety