



SEVENOAKS
PREPARATORY SCHOOL

ADMISSIONS – SETTLING IN AND TRANSITION POLICY

Policy reviewed and amended: Autumn 2019

Next review date: Autumn 2020

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Status and Review Cycle: Annual

ADMISSIONS

Settling In and Transition Policy

Sevenoaks Preparatory School Early Years Department recognises that all children are unique and the amount of time that a child takes to settle in can vary enormously. Therefore, children will be given time to settle in at their own pace to make them feel welcome, safe and confident in a new environment. An effective transition for the child goes beyond adult meetings and sharing the practicalities of school life (KCC, *Transition Matters: Supporting children's transitions across the Early Years Foundation Stage and beyond*)

We strongly encourage parents/carers to visit the premises with their children before they are due to start. Our school requires that the parents/carers concerned, both complete and return the Admissions Form, new pupil questionnaire and Pupil Information Form.

Children will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors.

Depending on the age and maturity of the child, the parent/carer will stay with the child while the rules and routines are being explained. The parent/carer will have the option of being part of the induction process if they so wish.

The child will be told about the fire evacuation procedure and the locations of all fire exits, according to the provisions of the Fire Safety policy in terms suitable for the age and maturity of the child.

All staff will supervise children new to the school to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's age, maturity and previous experiences.

Staff will ask on a regular basis how a child is feeling, what activities they enjoy and if they are unhappy about anything.

Consequently, depending on the age and maturity of each child, the following are guidance procedure adopted in the different school years:

Nursery and Kindergarten

Parents are requested to complete an introductory questionnaire through the home visit to help practitioners know the child's routines, likes and dislikes etc. Each child will be allocated a Key Person whose role and responsibilities are explained in the Key Person Policy.

Recognising the young age of the children attending Nursery, we offer parents the opportunity to have a home visit with their child's Key Person and another member of the Nursery team. This can be organised around the start of the child's attendance at the school - (Home Visit policy).

Should children be attending other Early Years settings at the time of starting, and for the duration of their stay at Sevenoaks Prep Nursery and Kindergarten, practitioners reserve the right to ask parents to be put in touch with this other service provider. This information would be kept confidential and only used to guarantee quality transition and care – (Partnership with Parents and other Professionals Policy).

Reception

Pupils joining in Reception will be introduced to the other children within their class. The child will be allocated a 'buddy' who, under the supervision of a member of staff, will show them around and introduce them to the other children. They will then be encouraged to get to know the other children and settle into the group.

Children will be informed about the routines and programme of activities. They will be shown around the school, the boundaries will be explained to them and the registration procedures made clear to them.

If it seems that a child is taking a long time to settle in, this will be discussed with their parents/carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with a member of staff.

Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at the school. If parents/carers wish to meet with the Head of Pre-Prep, they should make an appointment.

Practitioners across the school need parents to inform them, at any point during the school academic year, of any changes of routine in their child's life (e.g.: sleep patterns, food intake etc.) as this can have a major impact on his/her well-being and performance in school.

Transition to other settings – Procedures for the transition of paperwork

At Sevenoaks Preparatory School Early Years Department, information is accumulated for every child through regular observation and assessments. If a pupil is leaving the setting, this information needs to be transferred to parents/carers; retained at Sevenoaks Preparatory School or passed to the child's next setting/school. Information available for the next setting will be shared upon request. Future schools/settings should contact Clare Harrison, Director of Admissions, to obtain any required information to ensure confidentiality and appropriate transition of documents.

Procedures for this are as follows:

Learning Journals – Learning Journals will be given to the parents/carers. Parents will be advised that their child's next Key Person/Teacher may find this a useful document to look at when the child first starts the new setting.

Individual Child Assessments – Key Person assessments used within school to monitor progress will be passed directly onto the child's next setting upon request.

School Reports – The child's school reports will be given to the parents and a copy sent to the next setting upon request.

Tracker Grids – Termly assessments plotting progress in the 7 Areas of Learning will remain at Sevenoaks Preparatory School. The next setting will be informed of this information and can contact the school to discuss the findings with the child's previous Key Person upon request.

2 Year Progress Checks – Progress checks will be given to the parents and a copy will be sent to the child's next setting/school upon request.

EYFS Parent Questionnaire – Pre-start questionnaires will be sent onto the next setting/school upon request.

Information not requested by the next school/setting will be stored in line with the School's data protection policy. The child's next setting/school will be welcome to contact Sevenoaks Preparatory School to discuss any matters relating to the child to ensure a smooth transition.

Other Policy Links

- [Partnership with Parents and Carers Policy](#)
- [Home Visits Policy](#)
- [Key Person Policy](#)
- [Data Protection Policy](#)