



Curriculum and Pupils
10.06.26

Signed 

Induction Procedures for Admission of Children to School

Admission to Foundation Stage

- Tours around school start in October until December for parents who are interested in a place in Foundation Stage at school. Group and one-to-one tours are available.
- A welcome meeting for parents and children is held in late June, early July before admission in September. Children and their families are invited after school to meet the staff and explore their classroom and outdoor learning space.
- Where parents have chosen to delay the child's admission a further opportunity to visit school will be offered.
- Children identified by nurseries as having Special Educational Needs or if they think a child may struggle with transition may have extra visits to school during the final weeks of the term prior to admission.
- Children will attend school for half a day on common transfer days.
- Foundation Stage staff will visit the preschool settings.
- The Foundation Stage lead and SENCO may make extra visits where needed.

At the Foundation Stage Welcome Meeting

- Children spend time in their classroom enjoying a variety of suitable activities, meeting their teacher and teaching assistant.
- Parents have the opportunity to meet the teacher and teaching assistant
- Parents receive the Welcome to Portway Infant School pack, which contains relevant information and administrative forms.
- Headteacher or Assistant Headteacher outlines the ethos, expectations, curriculum and procedures.
- The After-School Club are invited to discuss provision with groups of parents.
- School uniform providers are invited to display and sell uniform, school bag etc.
- The school kitchen provides information to parents about school meals.
- The School Health team are invited to provide a display for parents.
- Friends of Portway Infant School are also invited to attend the meetings.

Admission date

The Foundation Stage children are admitted on the first and second week of the autumn term, depending on term dates. The process of phased admission is dependent on the number and ages of the children to be admitted. This may vary from year to year.

On admission

- Where a child is having difficulty settling, the class teacher will discuss with the parent the most appropriate approach to take to support the child.
- Once a child is happy and settled parents will bring their child to the outdoor area and say goodbye there, a staff member will make sure they are settled in to class.

Information for all parents

- In September, class teachers outline 'housekeeping arrangements', the curriculum to be taught, behaviour expectations, homework and answer any general queries via our parent online platform 'Class Dojo'. Staff are available before and after school to speak to parents.
- The Foundation Stage baseline assessment is explained to parents of children starting in Foundation Stage in September.

Parent's induction questionnaire

- As part of their 'Welcome to Portway' pack, all parents receive a questionnaire, which they are invited to complete and returned to school.
- A follow-up questionnaire is sent to parents at the end of the child's first term in school. The Headteacher analyses the responses which are used to monitor and evaluate the induction programme in order to improve performance. This information is shared with the school governors in the Headteacher's report.

Admission to Year 1 and Year 2

- Whenever possible, children due to be admitted to Y1 and Y2 during the school year will spend an afternoon in school prior to transfer. They are introduced to the class teacher and children currently in class, look round the school and spend time in their new classroom.

Lisa McSherry

Reviewed summer 2026

To be reviewed summer 2027