Induction Timeline of Events

**New Service pupils joining St. Oswald’s CE Primary School**

**Responsibility**

Parents to obtain admission forms from LEA, complete and submit to the Council

Parents to inform school if their child has SEN.

School to advise on CEAS

Class Teacher to carry out assessments

First month progress update to parents/Guardian

First week assessments

Assignment of a ‘Buddy’

Pupils first day

Completion of admission forms

Visit to school arranged

School to be advised of any SEN. Parents encouraged to register any SEN with CEAS

Parents contact school with arrivals date

Teacher to assign suitable ‘Buddy’ and introduce the children

Class Teacher/ Service Families Liaison Officer

Service Families Liaison Officer to meet with new pupil

Parentsto contact school to arrange visit

Parentsto contact school as soon as is reasonable possible

**Event**