****In-Year Starters/Leavers

**Appendix 1**

Checklist

(Complete and file in student file)

|  |  |
| --- | --- |
| Child’s Name: |  |
| Class and Year Group joining: |  |
| Previous School/New School (delete as appropriate): |  |
| Start/Leave Date (delete as appropriate): |  |

**Starters:**  **Leavers:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Confirmed start date |  |  | Confirmed leave date |  |
| Offered notification sent:* Class teacher
* Inclusion Team
* SLT
* Admin
 |  |  | Notification of leaving:* Class teacher
* Inclusion Team
* SLT
* Admin
 |  |
| Create pupil file:Add on Arbor/Download CTF |  |  | Debt chased (Finance) |  |
| Admissions forms completed |  |  | Leaving checks:* New school (Call)
* New address (Parent notified us of a new address if moving
* New contact details (If applicable)

Proof of going abroad (If applicable)Email to Inclusion team when confirmed started at new school so Safeguarding and SEN files can be sent. Proof of receipt to be kept by DSL/Inclusion Team. |  |
| ID’s seen and copied |  |  |
| Home visit booked (Mon/weds)Take pack (apply for Pupil Premium) |  |  |
| Previous school called.* Any SEND
* Safeguarding

Pupil File Received. Check includes previous school reports |  |
| Home Visit Form completed, copy sent to:* Class teacher
* Inclusion Team
* SLT
* Admin

Copy saved on Provision Maps |  |  | Safeguarding * Off-Roll Notification (Kelsi front door)
* <5 days for files
* Send pupil file
* Inclusion to advise any agency involvement
 |  |
| Uniform information given |  |  | Files delivered (If local) |  |
| PE (House/T-Shirt colour)Outdoor Learning day |  |  | Unenroll on Arbor |  |
| Walking home list (If applicable) |  |  | Send workbooks home |  |
| Trips (any upcoming?) |  |  |  |  |
| Swimming (Any upcoming?) |  |  |  |  |
| Religion/Dietary requirements |  |  |  |  |
| Medical Needs |  |  |  |  |
| Tour/Welcome (FLO) |  |  |  |  |
| Lunches (Cost/Menu) |  |  |  |  |
| Transition books given |  |  |  |  |
| Directed to School Website for info about school day, uniform, polices, extended care |  |  |  |  |