

Every Child is Included and Supported

Secondary School New Enrolment Checklist



INCLUSION SUPPORT SERVICE

Appendix 7

1 PERSONAL INFORMATION			
Name		Enrolment Date	
Tutor Group	Practical Set	House	PC Teacher
Previous School			
Secondary PC Teacher at previous school			
Primary Class Teacher at previous school			

2 CHECKLIST		PLEASE TICK
Pupil Planner issued		
Planner discussed with pupil		
Behaviour Plan discussed with pupil (if appropriate)		
Expectation Charter issued		
Expectation Charter returned, signed by pupil and parent/carer		
Welcome to (your school) booklet complete		
Tour of school		
Reading age assessment		
Maths assessment		
Timetable issued		
Login requested		
Previous login if known		
First language (if applicable)		
Stage of English language assessment complete		
<input type="checkbox"/> New to English	<input type="checkbox"/> Competent	
<input type="checkbox"/> Early acquisition	<input type="checkbox"/> Fluent	
<input type="checkbox"/> Developing competence		
New enrolment information passed on to staff		
Temporary Reduced timetable (as agreed by HoS)		
Pastoral Care interview complete		
Pastoral notes updated		
Added to Staged Intervention Audit		
Q card		

3 INFORMATION FROM PREVIOUS SCHOOL

Date			
Person spoken to		Designation	
CfE Information	Literacy <input type="checkbox"/>	Numeracy <input type="checkbox"/>	HWB <input type="checkbox"/>
General Information	Social Work <input type="checkbox"/>	Link EP <input type="checkbox"/>	Other <input type="checkbox"/>

4 ADDITIONAL SUPPORT NEEDS

Nature of Additional Support Needs e.g. attendance, Literacy, Numeracy, Behaviour, family circumstances, substance misuse, SpLD, Communication Disorder/Autism/Asperger's, EAL, LA/AC,

5 ADDITIONAL SUPPORT NEEDS

Supports in place e.g. Psychological Services, Social Work, school based intervention programmes, reduced timetable, specialist services, Sfl, BS, SLW, Sp & LT, ELO, ILS, School Nurse/CAMHs,

6 IMPACT OF SUPPORT(S)