

**Mavisbank School**  
**Policy on the admission and induction of new pupils to Mavisbank School**

This policy sets out the admission procedures and the steps taken by the staff to ensure that all pupils settle well into Mavisbank School. The aim is to ensure that every pupil feels comfortable, cared for and confident to access the curricular experiences at Mavisbank.

Identification and recommendations for placement usually come via psychological services. N.L.C. Allocation panel makes a decision regarding the placement and the Support for Learning Education Officer sends out letters to parents / carers and all disciplines.

Pupils are admitted to Mavisbank School once the Authority and the school thinks it is appropriate.

In advance of admission parents are encouraged to visit the school and meet with the Head Teacher or Depute Head Teacher. During their visit they will be given a tour of the school, a copy of the School Handbook and the School Improvement Report. Time will be taken to describe and discuss the curriculum provided at Mavisbank and they will be invited to contact the school again should they have any further queries.

Once the placement is authorised the following induction arrangements will take place.

- The child or young person and his parents/carers are welcomed into the School
- The child/ young person is introduced to the class team
- Parents/ carers are given an induction pack
- Parents/ carers are given information about communications between home and school
- An interview with the aligned Integrated Community Children's Nurse is arranged

- If the child/ young person is moving from another school appropriate liaison between establishments will take place prior to the admission to ensure that the transition is as seamless as possible. This will include reciprocal visits (including member of the multi disciplinary team), transition reports and pupil profiles and communication profiles.
- A post placement review will be arranged to take place approximately 6 weeks after admission.

After this initial period the school diary becomes our main means of communication between home/school.

Parents/ carers are welcome to speak to the Head Teacher or Depute Head Teacher to discuss how their son or daughter is settling in.

#### Transport- Driver / Escort:

These people are highly valued for their role in transporting pupils to and from school - in order to define their role they are supplied with guidelines which have been drawn up in line with N.L.C. policy and given further advice involving the transporting of children with acute medical needs.

Awareness raising and more specific training is provided where necessary by our aligned Integrated Community Children's Nurse to ensure the Health & Safety of our pupils during transportation.

The taxi vehicles are inspected by STRATHCLYDE PASSENGER TRANSPORT to ensure that all vehicles are roadworthy and carrying the required Health & Safety equipment.

Reviewed by: John Lochrie, Eileen McDonnell July 2015

Date of next review : July 2018