

# **ADAMSDOWN PRIMARY SCHOOL**

**Ysgol Gynradd Adamsdown**



**Aim High Be Kind Show Respect**

## **Admissions Policy**

**Lead Responsibility: Helen Williams**

**Date: April 2023**

**Review date: July 19/September 21/April 23/September 24**

**Signed (Head Teacher): Emma Thomas**

**Signed (Chair of Governors): Cllr Owen Llewellyn Jones**



## **Introduction/ School Context**

Adamsdown Primary is a multicultural school in Central Cardiff with a high percentage of pupils who speak English as an Additional Language approximately 70%. The school is unique with regards to its high level of pupil mobility. This means that new pupils are frequently admitted to the school across year groups both at the beginning of term and mid-phase. The school also has a high number of pupils who are classified as NEWBIES (pupils who have been in the British Education System for less than 2 years).

Our New Arrivals speak a variety of languages with the most frequently spoken first languages being Arabic and Czech. The total number of languages spoken by pupils at Adamsdown is approximately forty.

Our New Arrivals are from a variety of backgrounds and family circumstances and are often children of Asylum Seekers or Refugees, EU economic migrants, occupational travellers or children of academics and students staying in Cardiff on a temporary basis. Pupils often arrive with varying levels of education and school experience. Many children arrive with very little or no experience of school whereas some are literate in another language with a good level of education. Some pupils have experienced many life interruptions too or have significant gaps in their education. Approximately 66% of pupils joining us are Category A (New to English) or category B (Early Acquisition) on the Needs Assessment Survey.

The school also receives pupils from within the cluster of primary schools who have been re-housed or opted to move schools for a variety of reasons.

## **Admission Procedure**

The admission procedures at Adamsdown Primary take into account the needs of new pupils entering the school. We are sensitive to the fact that starting school in a new school or country can be daunting for children and their families, so making them feel welcome from the beginning and allowing them the opportunity to communicate in their first language wherever possible is vital. We also recognise the importance of collecting important background information (e.g. first language, school experience, any concerns expressed by parents) during admission interviews in order for us to meet each child's individual needs. Below is a breakdown of the procedure designed to make the admission of New Arrivals as smooth as possible:

1. On receiving information from Cardiff's Admissions Team, the school will contact the parent/guardian and arrange a suitable appointment time by one of our Admissions Team.

If needed, a bilingual teaching assistant will be made available to offer support with translation.

2. During the admission interview, all forms are completed and school procedures discussed. Parents are also given essential information in a school welcome booklet. The pupil is taken on a tour of the school, introduced to key members of staff including the HT, DHT, AHT, class teacher, EMTAS staff, class TA's.
3. Parents are also given other essential and relevant information, including information about our Family Engagement Officer and CWTCH facilities, details of local dentists, doctors etc.
4. On completion of the admissions appointment a start date will be given to the family. The anticipated start date should be within 1-2 days of the interview depending on the day of the week/stage of the term.
5. Sign consent forms for Medical, routine visits, ICT, GDPR and HWB platform. (At least one parent is required to complete the forms).
6. During the admission interview another staff member will complete a series of assessments with the new pupil/s, if the child joining us is older than Year 1 and had some previous schooling in the English language. These include an All About Me activity, Benchmark and CLIC test.
7. Based on a number of factors, including previous schooling and information from assessments, pupils will be placed in a suitable class within our Cluster Class system. (This is reviewed regularly and parents will be made aware of this in the admission interview.) Reception age pupils admitted mid year are placed into the class which can best meet their needs.
8. Class teachers are to be provided with the start date, pupil's name, date of birth, first language, ethnicity, previous schooling details and any other concerns or worries from parents before the pupil arrives in class. They will also have the copies of any assessments carried out.
9. For NEWBIES, after six weeks in school it is expected that a PSE and CATE assessment will be completed and INCERTS level awarded on school trackers for Core subjects. completed by the EMTAS teacher working in the pupil's class. It is likely this will be a verbal discussion between the class teacher, EMTAS teacher and BTA.

It is also essential to foster positive relationships with parents of new arrivals as many will be unfamiliar with the Welsh school system and New Curriculum. Below is a checklist of information which should be given to parents during the admissions procedure.

- **Discuss school start and finish times.** (Where are the children collected by their teachers in the morning? Where are the children collected by their parents in the afternoon?)
- **Discuss school social media e.g. Twitter and Schoop**

- Give parents a copy of the school's welcome booklet.
- Talk about Curriculum that the pupils will be following.
- Discuss the school's expectations of the children (homework, uniform, punctuality and attendance, behaviour, etc.)
- Show the school uniform and PE kit. Explain how to purchase or inform of any entitlements. Good quality second hand uniform is also available. Please note: Asylum Seekers are entitled to free uniform
- Discuss the importance of continuing the development of home language. (Supports cognitive development and scaffolds development of English.)
- Discuss extra-curricular activities and events offered by the school. (extra curricular clubs, Eid, Christmas, educational visits or class trips, etc.)
- Inform parents about Family Engagement Officer and CWTCH. Provide leaflets of dates and times of free parental classes are made available to parents and an information about the role of the FEO.
- Take parents on a tour of the school. Introduce them to the class teacher(s) and TAs.

### Induction of New Arrivals into the classroom

New Arrivals are introduced to the rest of the class on their first day and are assigned a "buddy" who will assist them in following school routines, help with directions and making new friends. If the child is New to English then the buddy should ideally share the child's first language. Resources in the pupil's first language will be available to overcome language barriers. Other pupils are very welcoming of New Arrivals at Adamsdown and we find that they quickly settle into school life.

Class teachers, teaching assistants and EMTAS staff will usually monitor how well the child is integrating into the class during the first few weeks and share this information with parents. Any cultural differences and misunderstandings are usually dealt with very early on through communication with bilingual staff or other parents/children who speak the same language.

All N2E classrooms have a visual timetable displayed in order for the class teacher to explain the daily routine. Pupils will be assigned a drawer, tray/coat peg, books and book bag on their first day in order to make them feel part of their new class.

### **Teaching and Curriculum.**

Due to a unique Cluster Class system at Adamsdown Primary School, pupils who are New to English are placed in a N2E class where their specific needs can be met. Pupils who are New to English learn the language through the National Curriculum and classroom contexts rather than in isolation. Therefore, having classes of pupils who are new to speaking English and often new to education, enable us to provide a specific focus on Oracy and developing vocabulary through a very visual and practical way. EMTAS support staff and class teachers work collaboratively in order to differentiate resources and activities to meet the needs of all pupils. It is essential that pupils are facilitated in learning English through the provision of scaffolding and modelling whilst keeping the level of cognitive challenge high.

Pupils are monitored and assessed on a regular basis by the Class Teacher and Progress Leader. Curriculum levels, CATE levels, Benchmarking and phonic assessments and PSE information is looked at closely. If pupils have developed enough English and are capable of accessing the curriculum in another class they will be moved to a different cluster class. (A meeting to discuss this with parents is always arranged). If a pupil performs at a higher level in Maths, but still requires development of English within the N2E class, then pupils will move to a different class for the duration of the Maths lesson only.

Bilingual Teaching Assistants allocated by EMTAS play an important role in helping New Arrivals access the school curriculum and integrate them into their new classes. BTAs work under the direction of class teachers which may, on some occasions include explaining instructions, pre-teaching a topic in the pupil's first language, translating key vocabulary. BTAs also prepare and use visual resources and practical activities that support the pupil's learning.

Withdrawal from lessons is not encouraged as good practice at Adamsdown and is kept to a minimum. If teachers find that withdrawal is necessary, then it is kept to short periods (e.g. partaking in individual reading) and tasks are always focussed and pre-planned.

**Reviewed by: Emma Thomas – Head Teacher**

Links to:

- Marking and Assessment policy
- Teaching and Learning Policy
- Equal Opportunities Policy
- Attendance and punctuality Policy
- EMAS Policy

Head Teacher .....

Chair of Governors .....

Dated .....