



## MOBILITY POLICY

### COLLEGE TOWN PRIMARY SCHOOL

Approved Date	Sept 2025
Approved At FGB v2	February 2026 (updated)
Date of Next review	Sept 2027
Statutory	NO
Adopted from Bracknell Forest	NO (updates made January 2026)

**MOBILITY POLICY**  
**Induction & Exit Procedures**

**Aim**

*To ensure that Service children and others arriving outside of the usual admission times settle quickly, allowing them to establish secure friendships and make purposeful and sustained progress from their first day at our school to the first day at their next school.*

**Induction**

**Early contact**

- a) Parents are encouraged to contact the school in advance so school information can be either posted or emailed and a visit arranged if required. Online registration forms and other relevant policies sent via email to be completed ahead of the pupil joining school
- b) Parents are given the school website address [www.collegetownprimary.com](http://www.collegetownprimary.com)
- c) If the child has not yet moved into the area and/or there is short notice of a start date, a meeting will be arranged for the morning of the child's start date to offer a short school tour and answer any questions about joining College Town Primary School
- d) Contact made with current school to ascertain any SEN needs and/or CP records. School transfer report sent to request academic and pastoral information.

**Prior to admission**

- a) Tour of the school if requested and where possible a brief introduction to class teacher to take place.
- b) Class teacher/TA to make coat and drawer labels – teachers will be given a minimum of 48hrs notice where possible. Notice will be given in the form of an email containing relevant information about new starter.
- c) Parents and pupils to be introduced to the Headteacher or a member of the SLT where possible.
- d) Registration is managed by the Attendance & Welfare Officer:
  - Welcome letter and associated school entry documents emailed to parents
  - Registration forms to be completed online by parents, to include contact details, health and medical information, consent for photographs, school local visits, assisting with toileting accidents, ICT agreement and Home School Agreement.
  - Records from previous school requested within 48 hours – CTF and CPOMS transfer requested (if applicable)
  - Where records are received, these are circulated to relevant teacher and/or safeguarding team
  - Welfare Lead to explain induction process to parents, this would usually occur during morning of agreed start date

**First week**

**Class Teacher and T/A follows induction list:**

- a) Complete Pupil Induction Checklist
- b) Current Curriculum Newsletter enclosed to ensure detailed such as P.E, library, book

changing days is apparent.

- c) Postcard sent home by class teacher at end of first week in school
- d) Class teacher /TA complete pupil survey, check pupil has settled and teacher's induction list completed at the end of the pupil's first week.

### **Second week**

- a) Complete the casual intake profile (CIP) and any other baseline tests e.g. Phonics, EAL steps if applicable
- b) Welfare Officer to speak to teacher to gauge how well the child has settled and find out about any issues.
- c) Phone call to parent from Attendance & Welfare Officer to update on how their child is settling in. Attendance & Welfare Officer to record any feedback from parents on CPOMS and report to Head termly on parent feedback.

### **Within the first ½ term**

- a) Casual intake profile follow-up completed where required
- b) Assessment data returned from class teacher to SLT
- c) Pupil progress update given to parents by class teacher
- d) Welfare Officer ensures New Arrival Checklist is complete.

### **Transfer**

#### **Office**

- a) Attendance & Welfare Officer sends home Exit Form form requesting details of next school and new address if applicable.
- b) Attendance & Welfare Officer prepares leavers envelope and reviews checklist
- c) Pupil folder including any reports from previous years posted if applicable. Latest school report/pupil progress record sent to new school by email
- d) Attendance & Welfare Officer ascertains if forwarding school uses CPOMS (report generated and emailed securely if not).
- e) Leavers certificate generated for Head's signature

#### **Class teacher and T/A**

- a) Pupil Progress Update written and sent to Attendance & Welfare Officer by agreed date
- b) Ensure all SEN / EAL documents are uploaded to CPOMS
- c) Exercise books to office

#### **Headteacher**

- a) Pupil Progress report passed to and signed by H/T day before pupil leaves
- b) Leavers certificate given to pupil

#### **Child & parents**

- a) School notified of pupil leaving ASAP
- b) Reading book returned
- c) Library book returned
- d) Dinner Money cleared
- e) Library book cleared
- f) Parents collect and sign for all documents on day of leaving OR documents posted to new school where appropriate.