

PROCEDURE 51: STUDENT TRANSITION TO SCHOOL

Rationale:

Each child must be enrolled at a registered school by the time they turn six, but can be enrolled from the age of 5 years. To create a smooth transition between pre-school and formal primary school settings and routines, New Entrants/Year 0 children who are about to begin school, are encouraged to visit the school and class before formal enrolment begins.

Once enrolled, students must attend regularly. If the student would benefit from a staggered transition to school, a transition plan can be agreed between the child's parents, the principal, and the Ministry of Education.

Purposes/Intentions:

To be able to help the child with the transition from either any or no pre-school education setting, to that of the formalities of primary school, and to become familiar with routines as well as the physical features of the school.

Guidelines:

- Any child is entitled to be enrolled unless they have been indefinitely suspended from another school. In this case, the board will meet and consider the individual case, and either accept or decline the enrolment. Note that if the board receives a direction from the Ministry of Education to enrol a student excluded from another school, it must comply with the direction.
- Students can start on or after their fifth birthday at any time during the year.
- If a parent wishes to enrol a child with physical disabilities, the school may need to apply for appropriate resources from the Ministry of Education to support the child.
- Parents are welcome to arrange an appointment to meet the principal.
- Parents complete an enrolment form to provide the school with information for its database. The school completes the **enrolment process**. The forms, and information booklets for new parents, are available from the main office or the principal.
- When the student is enrolled, their relevant details are recorded into the Ministry's ENROL database.
- New entrants are encouraged to visit school before enrolment to ensure a smooth transition to school. Whenever possible advance notification is given to class teachers of new enrolments to their class.

The contact person for pre-school visits is the Principal. We recommend at least five visits before starting school. Our pre school visit times and days can be discussed with the principal.

Enrolment Procedures for New Students (no transition)

Student Follow this process to enrol a student.

Responsibility	Action
Parent	1. Complete an enrolment form and send it to the school. Include a copy of the student's birth certificate or passport as proof of their date of birth. Also bring the student's immunisation certificate and completed health card.
School secretary	2. Verify the student's date of birth with their birth certificate or passport. 3. Enter the student's details into the school's student management system (SMS). 4. Enter the relevant information into the Ministry of Education's ENROL database.
Principal, in consultation with the teacher	5. Organise class placement.

Transition Procedures for soon to-be New Students (Pre-school visits with transition)

Follow this procedure to work with parents to transition a Year 0/1 child from preschool to primary school (pre visit visits).

Responsibility	Procedure
Parents	Contact the principal to discuss pre visits to the school and classroom, including discussing any specific needs of the new child. It is recommended to have approximately 5 pre-school visits prior to the child officially being enrolled at the school.
Principal and Teacher	Have a meeting to discuss such things as specific needs, extra class support, suitable days and times etc, for these transitions to school pre visits, to occur. Once agreed to these, then this to be discussed with the parents when they meet the principal/teacher in the step below.
Parents and Teacher/Principal	Have a face to face meeting to discuss how these transition to school pre visits are going to occur. Teacher to also discuss this with the normal class, so they know that a new child will be coming for a number of pre visits.
Teacher and parents (and child)	Actual visits to begin. These could be with, without, or a mix of the two depending on how the child handles these visits. Teacher and parent to informally speak about how the visits are progressing, and if there are any issues with the child getting used to the new environment/routines etc.
Teacher and Principal	Discuss any issues/have a general discussion about how things are progressing and what, if any, changes/considerations need to be made to make the transition easier. To keep the parents updated on how the teacher/principal thinks the transition pre visits are going, and to gauge how the parents are also feeling it is going. Continue and/or make any changes if these need to be made

At the conclusion of the transition pre school visits, then follow the process shown above, to formally enrol the child when they turn 5, or anytime between 5 and 6 years.

A few notes for parents. These could be copied onto a school letterhead and given to the parents of the transitioning student.

Nau mai, haere mai. Welcome to Whareorino School. Here are a few notes to think about when organising transitional pre school visits to Whareorino School as your child approaches the formal enrolment at a primary school, (between 5-6 years).

- ❖ We recommend approximately 5 transition visits before your child turns five, or before they formally enrol at Whareorino School. Please contact the Principal in the first instance, to organise a parent visit face to face meeting so things can be organised and put in place for these transitional visits.
- ❖ Once days and times are organised between the school and yourselves, have a think about whether you will stay for some, all, or none of the actual time your child will be visiting. Please feel free to discuss this with the teacher/principal.
- ❖ Remember to pack some morning tea for your child if the visit is done in the morning blocks. It may be a good idea to do this the night before, as well as having a school bag for them to bring, which will also get them used to what they will be doing when they are formally enrolled.
- ❖ Remember to be patient as your child becomes familiar with their new school, teacher and class mates.
- ❖ Our Transitional 5 Footsteps, (taking one step at a time), towards the transition between pre-school to the more formal primary school are:



- ✓ **Footstep 1: Environment**
We believe that your child needs time to explore and get to know their environment.
- ✓ **Footstep 2: Relationships**
Once your child is familiar and comfortable in their environment we can begin to build relationships.
- ✓ **Footstep 3: Play**
Play helps children to try new things without fear of making mistakes.
- ✓ **Footstep 4: Routines**
Once your child has formed positive relationships, we will begin to establish routines.
- ✓ **Footstep 5: Partnership**
We need your support and help to make this a successful transition.

- ❖ **If you have any questions or concerns at any time, please do not hesitate to speak with the teacher/principal.**

A handwritten signature in blue ink, appearing to read 'L. Stone', written over a light blue rectangular background.

PRINCIPAL

Dated: April 2022