

Home Visits Policy

All new start home visits will be completed with 2 members of staff. One must be a DSL/DDSL and a member of staff relevant to the class the child will be transferring into.

All home visits need to be recorded in the shared calendar and a work mobile phone must be taken.

Nursery

All pupils have a home visit at the point of becoming age appropriate.

- Identify potential SEN
- Identify any safeguarding
- Documentation checks
- Gather information (family dynamics, history and any current involvement from services)
- Share school information including admission process and criteria
- Parent/carer child interaction
- Toilet training support given
- Set up of studybugs our absence/communication portal.
- Access to new starters group on DOJO (toilet training, speech language, term dates, school events and other relevant information can be share)

Once a new starter is identified they will be required to attend at least 1 stay and play session.

Reception

All new pupils have a home visit.

- Identify potential SEN
- Identify any safeguarding
- Documentation checks
- Gather information (family dynamics, history and any current involvement from services)
- Share school information including admission process
- Parent/carer child interaction

- Access DOJO term dates, school events and other relevant information can be share)

All pupils known to school but are under monitoring (safeguarding, SEN, attendance) will have a home visit.

- Building relationships
- Gathering additional information • Assess home environment

In Year Transfer

All new pupils have a home visit.

- Identify potential SEN
- Identify any safeguarding
- Documentation checks
- Gather information (family dynamics, history and any current involvement from services)
- Share school information including admission process and criteria
- Parent/carer child interaction
- Toilet training support given
- Set up of studybugs our absence/communication portal.
- Access to new starters group on DOJO (toilet training, speech language, term dates, school events and other relevant information can be share)

Additional home visits:

Where a concern has been identified a second home visit can be completed at any time! This can be for official meetings such as TAC, SEAAS and others. There must always be 2 staff members however the criteria can be matched to the need:

Attendance - Lisa Risby (Assistant Head/Child Welfare Officer)

SEN - Andrea Rantell (Assistant Head/Senco) Sarah Darcy (Learning Mentor)

Housing/behaviour- Lisa Risby (Assistant Head/Child Welfare Officer) Andrea Rantell (Assistant Head/Senco)

This will be assessed for each home visit to ensure they are as beneficial and purposeful.

Updated: November 2025

Review: November 2026