



Cambridgeshire
County Council



Pupil Starter Checklist

Primary Schools

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Reviewed by: The ICT Service Helpline Staff

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email: support@theictservice.org.uk
website: www.theictservice.org.uk
helpline: 0300 300 0000

Child's Name	
Date of Birth	
Current Year Group	

Parent/Carer	Name(s)	
	Current Address	
	Current Contact Details	
	New Home Address	
	New Contact Details	

Current School	Name	
	Address	
	Telephone	
	Email	
	DfE Number	

Admission Date / Details		
Staff Consulted / Notified	Headteacher	
	Team Leader	
	Class Teacher	
	Office	
	Finance	

In Year Application Completed by Admissions Team	
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Starter / Welcome Pack Issued (ensure Privacy Notice is made available)								
Activation Details Issued if using payment/communication systems e.g. Agora, Schoolcomms etc.								
Requested UPN		UPN Number						
Requested CTF		CTF Number						
Downloaded CTF from S2S		Imported CTF into SIMS						
Requested Pupil Records		Records	Received		Checked		Filed	

Admission / Data Check Form Received	
Birth Certificate / Passport Checked	
SIMS Data Completed	

Form produced by:  the ict service.
helpline

telephone: 0300 300 0000 email: support@theictservice.org.uk website: www.theictservice.org.uk

School Forms	Various e.g. Photo/Internet permissions, Home School Agreements etc.	
	Check data updated in SIMS, staff notified, documents filed as required.	
Staff advised re SEND / Medical / Allergies etc.	e.g. SENCO, Teachers, Support Staff, First Aiders, Kitchen – as appropriate	
Data Form / Record Sheet etc.	Printed / filed if required	
Assessment Data	Check that all relevant EOKS data is included in CTF, i.e. Early Years / Phonics / KS1 as appropriate	
	Input any current / historical assessment data missing from CTF – obtain from previous school / KtS / FFT	

Pupil Folder Completed / Filed	
New Class / Family / School Lists – Updated / Printed if required	

Update School Organisation Chart (SOC) and Inform Admissions	email to admissions@cambridgeshire.gov.uk – ideally submit new SOC whenever there are changes to the school roll, but at least monthly when the Vacancies and Leavers forms are required (as there is a statutory obligation for County to publish monthly up-to-date statistics regarding school places)	
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<p>Children Missing Education document: published by the DfE and available via gov.uk or click link here</p> <ul style="list-style-type: none"> Includes Statutory guidance relating to transition of pupils between schools Outlines schools' responsibilities regarding the Admission Register and Attendance
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Additional Notes