



Administration

4.1 Admissions

Policy statement

It is our intention to make our school accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the school through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our school is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- Admissions are based on the order of registrations submitted. In addition our policy may take into account the following:
 - the vicinity of the home to the school; and
 - siblings already attending the setting.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our school and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our school and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English or French being a newly acquired additional language.
- We describe our school and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.

- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the school to ensure we accommodate a broad range of family need.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the school that provides stability for all the children.

This policy was adopted at a meeting of
Held on

La Chouette School

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- 01/09/2022

Date to be reviewed

01/09/2023

Signed on behalf of the management
committee

M. Amar

Name of signatory

Magali Amar

Role of signatory (e.g. chair/owner)

Headteacher

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (T834)