

Admissions Policy

Definitions: When we use the term Preparatoria we mean, The Preparatoria School, sister school and nurseries. When we use the term children we mean, babies, toddlers, children and pupils.

When we use the term staff, we mean, teachers, leaders, Head of Schools, practitioners, apprentices, ancillary staff and volunteers.

The Preparatoria operates an open door policy for admissions, ensuring all sections of the community have the opportunity for access. Our policy complies with:

The Education (pupil Registration) (England) Regulations 2006 and The Equality Act 2010 and pays particular regard to the protected characteristics as listed in section 4 of the act. These are:

- a. Age
- b. Disability
- c. Gender reassignment
- d. Marriage and civil partnership
- e. Pregnancy and maternity
- f. Race
- g. Religion or belief
- h. Sex
- i. Sexual orientation

In order to accomplish this, we operate the following admissions policy:

- We arrange our waiting list in an order that benefits the children most, e.g. taking into account siblings already attending the Preparatoria.
- We describe the Preparatoria and its practices in terms which make it clear that it welcomes children and adults from families with protected characteristics and or children with protected characteristics.
- We describe the Preparatoria and its practices in terms of how it enables children with disabilities to take part in day to day life at the Preparatoria. The Preparatoria Accessibility Plan provides more information and supports this policy.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

Admissions Procedure

Following an initial enquiry family will be directed to the website to complete documentation, we can email copies of our documentation or provide hard copies for families if they wish. Interested parties may request a prospectus via the website or by telephone or in person. All interested parties will be invited to tour the premises.

Parents/carers will be offered a home visit from a member of the Senior Leadership Team (SLT) to aid the settling in process for children. We find it enormously beneficial for us to see and meet a child at home when they are happy and settled with their family. In this way we can meet other members of the family with whom the child has significant attachments.

Children may benefit from the home visit as they see the 'stranger' becoming familiar and welcomed to their home. Home visits will be offered in a way that enables parents to reject the invitation without fear of offense.

We have experience in working with families who foster or adopt children and of working with families with protected characteristics. We actively seek ways in which to engage with families in meaningful ways to fully support them to use our services.

We aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their family.

Our Safeguarding policy, Settling-in approach and The Key Person approach support this policy.

The Prepatoria considers the use of the word, 'tolerance' in relation to the protected characteristics as unacceptable. We aim to 'appreciate' and value differences in society.