

## EYFS DEPARTMENT

### Admissions Policy and Registration Form

**This Policy applies to the Early Years Department and is published to staff and parents. It reflects the Longridge Towers School Admissions Policy. For further information regarding transition into the Early Years, please refer to the EYFS Transition Policy which is available on the school website.**

**Author: S Bullen (EYFS Manager and Junior Deputy Head)**

**This review: July 2024**

**Next review date: August 2025**

---

The policy has been authorised by the Governing Board of Longridge Towers School. Its status is advisory only. It is addressed to prospective parents and pupils and to all members of the teaching and administrative staff.

#### **The aims of this policy are:**

- to ensure compliance with the school's charitable purpose which is to provide education of the highest possible quality to pupils from a wide spectrum of abilities.
- to identify and admit children who will profit from the broad, balanced and differentiated curriculum and who will contribute to and benefit from the ethos and activities of our school community.

#### **Equal treatment**

We welcome pupils from different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of the school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status. School assemblies take place several times a week and are conducted within a broadly Christian framework.

#### **Disability and Special Educational Needs**

The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 and the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The school needs to be aware of any known disability or special educational need which may affect a child's ability to take full advantage of the education provided at the school. Parents of a child

who has any disability or special educational needs should provide the school with full written details at registration, or subsequently before accepting the offer of a place.

The school needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is confirmed.

Similarly, if special educational needs or a disability become apparent after admission, the school will consult with parents about reasonable adjustments that may allow the child to continue at the school.

Further details of our provision for pupils with disabilities and those with Special Educational Needs are provided in our policies relating specifically to these areas.

### **Disclosures**

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies disabilities or learning difficulties.

**EYFS REGISTRATION FORM**

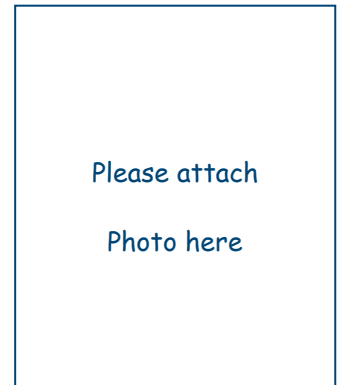
To be completed by parent or guardian (PLEASE USE BLOCK LETTERS)

Surname of child: \_\_\_\_\_

First Names (in full): \_\_\_\_\_

Name generally used: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Boy/Girl Nationality: \_\_\_\_\_



(Please attach a copy of your child's birth certificate with this registration form)

Proposed date of admission (term and year): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

**Father**

**Mother**

Title (Mr/Mrs): \_\_\_\_\_

Title (Mr/Mrs): \_\_\_\_\_

Full Name: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address (if different to above):  
\_\_\_\_\_  
\_\_\_\_\_

Address (if different to above):  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Post Code: \_\_\_\_\_

**Father**

**Mother**

Occupation: \_\_\_\_\_

\_\_\_\_\_

Nationality: \_\_\_\_\_

\_\_\_\_\_

Home Tel: \_\_\_\_\_

\_\_\_\_\_

Work Tel: \_\_\_\_\_

\_\_\_\_\_

Mobile: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Please circle below who has parental responsibility for the child:

**BOTH PARENTS**      **MOTHER**      **FATHER**      **OTHER (please specify below)**

Please mention the names of any other members of the family attending the school or registered for entry, or any other connection with the school:

---

Please state name and address of the present setting if applicable:

---

---

Did your child have a Progress Check or Health and Development Review at the age of two years either in a previous setting or by a Health Visitor?

Yes

No

If yes, did the review highlight any particular strengths or areas for development?

---

---

---

To help us with forward planning, please could you indicate below, your intentions regarding your child's educational provision.

I am registering my child for Nursery only.

I am registering my child for both the Nursery and Reception years.

Comments:

---

---

---

Would you like a home visit prior to your child joining us?

Yes

No