

Admission Interview

An initial interview provides an opportunity for the school to gather information about the child and also provide information to parents about the school .

The interview should be conducted **before** the child is admitted to the school.

Each school should have an EAL co-ordinator and this may be the best person to conduct the interview but one other member of staff should also be present.

The school will also need to consider the English language proficiency of the parents. Some parents may have a friend or relative who can translate for them, but sometimes it may be necessary to have an interpreter

It is useful to brief the interpreter before the interview on the sorts of information the school wishes to gather and impart.

The information for parents could include:

- 1 Times of school day
- 2 Holidays
- 3 Uniform
- 4 Lunch
- 5 Extra-curriculum activities
- 6 Attendance / punctuality
- 7 National exams
- 8 Names of key staff (with photo?)

Much of the above information ends itself to visual form.

Also, allow time to answer questions parents or children may ask.

In addition to the usual information gathered from parent, the school admission form could include the following for EAL pupils.

- 1 Correct pronunciation of child's name written phonetically
- 2 Previous schooling - both in U.K and abroad
- 3 Ethnicity
- 4 Country of Origin
- 5 Language(s) spoken
- 6 Language(s) spoken by parents / guardians
- 7 Language(s) in which parents / guardians are literate

8 Religion

9 Emergency contact who speaks English

There should be a minimum three day gap between the admission interview and the child's first day at school. This enables information to be disseminated to staff and other pupils to be prepared for the new arrival e.g. a buddy

It also allows time for the parents to acquire the school uniform and other equipment so that the child 'fits in' immediately.