

10.2 Admissions Policy



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

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language (using Bilingual Pen).
- Where necessary we will provide information in Braille or through British Sign Language. We will endeavour to provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- Describe the Pre-School and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and carers, including childminders and people from all cultural, ethnic, religious and social groups, with & without disabilities.
- We keep a place-vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting 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, and ethnicity or from English being a newly acquired additional language.
- We describe our setting 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 make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the setting 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 setting that provides stability for all the children.
- A session terms and conditions agreement must be signed by the parent which states that the parent agrees to the sessions and will pay any fees due when invoiced.
- Once a child has turned three years of age and is receiving the Government Funding, invoices will be sent out for consumables that the children have in the setting.
- Children are admitted from the age of 2 years and 3 months.
- Priority are given to children on the following basis;
 - waiting list
 - the vicinity of the home to the setting
 - siblings already attending the setting

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Date of Policy:	October 2020
Date to be reviewed:	October 2022
Signed by the Manager:	
Signed by the Committee:	
Name of signatory:	
Role of signatory:	