

Admissions Policy



Policy Statement

It is our intention to make Pre-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 Pre-school through open, fair and clearly communicated procedures.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

Procedures

- We ensure that the existence of Pre-School is widely advertised in places accessible to all sections of the community.
- We ensure that information about Pre-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.
- We arrange our waiting list in birth order. In addition our policy may take into account the following:
 - the vicinity of the home to Pre-School; and
 - siblings already attending Pre-School.
- We accept children aged from two years and six months up to their fifth birthday.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe Pre-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 Pre-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 being a newly acquired additional language.

- We describe Pre-School and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of Pre-School.
- We monitor the gender and ethnic background of children joining Pre-School to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities policies widely known.
- We consult with families about the opening times of Pre-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 Pre-School that provides stability for all the children.
- We continue to consult local parents to ensure that Pre-School goes on meeting the changing needs of the local community.

Adoption of policy

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the Committee	_____	
Name of signatory	_____	
Role of signatory (e.g. Chair)	_____	
<i>[Policy 4.1]</i>	_____	