

Admissions

Policy statement

It is our intention to make our pre-school genuinely 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 the setting through fair and clearly communicated procedures. In order to accomplish this, we will:

- Ensure that the existence of the pre-school is widely known in all local communities.
 - Ensure that information about our setting 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 signing or an interpreter.
 - Arrange our waiting list in date of birth
 - Should the waiting list be full the committee may take the following into consideration when making a decision about entry into preschool.
 - The vicinity of the home to the setting:
 - Siblings already attending the setting.
 - Length of time on waiting list.
 - Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
 - Describe the pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including child minders, and people from all cultural, ethnic, religious and social groups, with and without disabilities
 - Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place
 - Make our equal opportunities policy widely known
 - Be flexible about attendance patterns so as 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.
 - Continue to consult local parents to ensure that the group goes on meeting the changing needs of the local community.
 - The preschool will draw up a waiting list with the names of children whose parents wish them to attend, together with preferred starting dates and number of sessions requested per week.
 - When sessions are oversubscribed preference will be given to children who have been on the waiting list the longest.
 - The manager will have the final decision regarding taking new bookings to ensure that sessions are correctly staffed.
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Reviewed by:

Vickie Smith, Co-Chair

02/09/2018

Alice Bettoney, Treasurer

02/09/2018

Date of next review -

02/10/2019