

ADMISSIONS POLICY

Policy Statement

Every child has the right to an education (Article 28 U.N.C.R.C.) 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 our community have access to the setting through open, fair and clearly communicated procedures. We will comply with its obligations under The Rehabilitation of Offenders Act 1974, The Equality Act 2010, The Employment Act 2002 and The Children Act 1989.

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. When 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 accept children from 2 years 9 months of age. Our staffing ratio allows us to accept a maximum of 5 children below 3 years of age at any given time.
- We arrange our waiting list in birth order. In addition to our policy, we may take into account the following:
 - the vicinity of the home to the setting;
 - siblings already attending the setting;
 - the allocation of 4 days pre-school will be given precedence to those children starting First School within the next 12 months.
- We will keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including child-minders.
- 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, 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, promoting dignity, independence and an active role in the community (Article 23 U.N.C.R.C.)
- We make our Equal Opportunities Policy widely known.
- We regularly consult with parents/carers to ensure that opening times are meeting the local need and the group stays current with the changing needs of the community.

- 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 which provides stability for all the children.
- We request that all parents/carers using the group are supportive of the pre-school leader, staff and management committee.

This policy was adopted on:	June 2018
Date to be reviewed:	June 2019
Signed on behalf of the Committee	<i>Karen Richardson (Treasurer)</i>

Changes made Y/N