

ADMISSIONS POLICY

Our setting is open to all members of the community. We feel that we:

- reflect the diversity of members of our society in our publicity and promotional materials.
- provide information in clear, concise language, whether in spoken or written form.
- base our admissions policy on a fair system.
- ensure that all parents are made aware of our equality policy and all other relevant policies.
- We do not discriminate against a child or their family, or prevent entry to our setting, on the basis of colour, ethnicity, religion or social background, such as being a member of a travelling community or an asylum seeker.
- We do not discriminate against a disabled child or refuse a child entry to our setting for reasons relating to disability.
- We develop an action plan to ensure that all individuals can participate successfully in the services offered by the setting and in the curriculum offered.

We allocate places to new children between 2 and 3 years of age. If parents/carers wish to delay their child's place for any reason, then those sessions allocated may be offered to others as we are not obliged to hold places. Parents may reapply at the point of their preferred start date and will be offered any remaining places if, there are any available.

We ask for a week of fees to confirm the sessions-when your child starts this is allocated against your first invoice.

A terms notice is required to drop sessions.

It is our intention to make our pre-school genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- 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 or without disabilities
- make our equal opportunities policy widely known
- consult with families about the opening times of the pre-school to avoid excluding anyone
- be flexible about attendance patterns so as to accommodate the needs of individual children and their families however, this is based on a minimum of two sessions on different days
- continue to consult local parents to ensure that the group goes on meeting the changing needs of the community
- individual referrals from outside agencies can be allocated at the discretion of the committee.

All of the above is subject to any change in circumstances out of our control.

Signed:

Date:

Review date: