

BURWOOD

ADMISSIONS POLICY

At Burwood we aim to make the setting accessible to children and families from all sections of the local community. This is achieved by allowing all sections of the community access to the setting through open, fair and clearly communicated procedures.

Procedure:

- We ensure that the existence of our setting is advertised in places accessible to all sections of the community.
- We ensure that information about Burwood is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats, such as Braille, on request.
- We arrange our waiting list on first come first serve basis. In addition, our policy may take into account:
 - the age of the child;
 - the length of time on the waiting list;
 - whether any siblings already attend the setting; and
 - the capacity of the setting to meet the individual needs of the child.
- For those parents/carers who qualify, we offer funded places in accordance with the government scheme for free childcare and education for 2-4 yr. olds and any local conditions in place at the time.
- If staff to child ratios allow and if this is financially viable, we can offer a place to accommodate an emergency admission or a needy child under special conditions.
- We operate in a way that encourages positive regard for and understanding of difference and ability
- We support children and/or parents/carers with disabilities to take full part in all activities within the setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination takes place.
- We share our key policies with parents, carers and the public via our website. A file of all our policies is kept on site for parents and carers to access.
- We consult with families about the opening times of our setting to help ensure that we accommodate a broad range of families' needs.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.