



# Admissions Policy

### STATEMENT OF INTENT

*It is our intention to make our pre-school accessible to children and families from all sections of the local community. We arrange our waiting list to make admissions a fair and equal process. Admissions are ultimately at the discretion of the Management Committee.*

### AIM

We aim to ensure that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures.

### METHODS

In order to achieve this aim, we operate the following admissions policy:

- We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible - in written and spoken form and will endeavour to provide it through signing or through an interpreter if needed.
- We arrange our waiting list in birth order. In addition our policy may take into account the following:
  - the vicinity of the home to the pre-school; and
  - siblings already attending the pre-school.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission to the pre-school.
- We describe our pre-school and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our pre-school and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our pre-school and its practices in terms of how it enables children with disabilities to take part in the life of the pre-school.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.
- In the event of oversubscription of children every effort will be made to offer places. If financially viable afternoon sessions will be opened to incorporate additional children.



# Policies and Procedures

## Section I

Date policy adopted / reviewed 16 June 2017

Minor amendments made **November 2018**

Signed on behalf of the management committee \_\_\_\_\_

Name and position of signatory Denise Smith, Chair

Policy review date April 2019

**I have read and understood the policy:**

**Signature**

**Print Name:**

**Date:**

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