

## Admissions Policy

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.

### 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 and provided in written and spoken form
- We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- We arrange our waiting lists in birth order. In addition, our policy may take into account the following:
  - the vicinity of the home to the setting; and
  - siblings already attending the setting.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We can accommodate no more than 20 children in the Caterpillar session and 24 in the Butterfly session .
- Parents are asked to accept the place for their child by signing a form and providing a £10 non-refundable administration fee. Once the £10 has been paid and the form signed a place will be allocated and the parents are liable for the first half terms fees. For those children who are 3 years and funded on the day they start the Pre-School the £10 will not apply.
- Places cannot be reserved. A child can start at 2.5 years old or later if places are available at that time. The same admissions process will apply, following the criteria above.
- There will be a second intake for older children (Butterflies) later in the year.
- We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.

- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- 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 that provides stability for all the children.
- We will contact parents regarding allocation of Butterfly places from the Summer term onwards by date of birth.
- We are an Early Years funded setting and offer grant funded sessions for children the term after they are three. We are also registered for the extended funding.

**This Policy was adopted at a meeting of the Pre-School held on.....**

Signed on behalf of the Pre-School.....

Date to be reviewed.....