



## 8- Admissions Policy

### Policy Statement

It is our intention to make our Pre-School genuinely accessible to children and their 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

- Ensure that the existence of the Pre-School is widely known in all the local communities.
- We will place notices advertising the Pre-School in places where all sections of the community can see them, in more than one language if appropriate.
- Initially arrange our waiting list by order of Date of Birth. Where 2 children have the same date of birth, they will be placed on the waiting list by date of application.

### Priority will be given to:

- A Child or family who have been referred by professional/social services having identified special need.
- Committee/Staff children will be given priority.
- Children who are already on the register who require a change of and/or additional sessions, or who move into a different funding stream.
- 2, 3 and 4 year olds who are entitled for the FEEE
- We are able to take 15 Under 3s per session, as the ratio is now 1:5 (if staff ratio permits).
- We have a total of 30 places available per session. Children are limited to a maximum of 10 and a minimum of 3 sessions per week.
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
- 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 childminders, and people from all cultural, ethnic, religious, and social groups, with and without disabilities.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity, or competence in spoken English.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that 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.
- Please note holidays are not granted during term time unless in exceptional circumstances.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

**This policy was agreed at an Under 5s AGM meeting held on 7th November 2023. (Date)**

**Signed on behalf of the preschool.....(Chair)**