



Admissions Policy

Policy statement

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 information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as seek access to an interpreter, if this is possible.
- We arrange our waiting list in birth order, with the eldest child at the top. When offering places priority will be given to children in the following order:
 1. Children currently attending the pre-school
 2. Siblings, where attendance will run concurrently from that of their sibling
 3. Children who are eligible for two year old funding (up to a maximum of five)
 4. Children eligible for Early Education Funding who require 16 - 30 hours per week (to maintain sustainability)
 5. Children eligible for Early Education Funding who require 15 hours or less per week
- The deadline for applications for the start of each academic year is published on our website. Applications received after the deadline are arranged in a secondary waiting list. Places can only be offered to children on the secondary waiting list when all applications received before the published deadline have received attention.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- 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. Children must attend a minimum of 3 sessions a week.