

ADMISSIONS POLICY

Aim

It is our intention to make our pre-school genuinely accessible to children and families from all sections of the local community.

Methods

In order to achieve this we will:

1. Ensure that the existence of the pre-school is widely known to all local communities. We will place notices advertising the pre-school in places where all sections of the community can see them and if cost effective in the local news paper.
2. Arrange our waiting lists in order of date of birth, with special consideration given to siblings and those due to start school the following September.
3. Describe the pre-school and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and carers, including childminders and people from all cultural, ethnic, religious and social groups, with and without disabilities.
4. We ensure that information about our pre-school is accessible - in written and spoken form - and, where possible, in different languages.
5. Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
6. Make our equality and diversity policy widely known.
7. Be flexible about attendance patterns so as to accommodate the needs of individuals and family groups.
8. Parents/carers are encouraged to visit with their child shortly before admission is due, and should be prepared to stay with their child if necessary for the first session or two. We operate a flexible admissions procedure and where appropriate a child may attend for brief periods at first; gradually building up to a full session.

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school.....