

2. 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.

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

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 oral form and where appropriate, in different languages. Where necessary we will try to provide information in Braille, or through signing or an interpreter. We would seek advice from the Early Years Support Officer.

We arrange our waiting list on a first come first serve basis. Sessions will be allocated once a registration form has been received and will be confirmed in writing either by email or letter. Start dates will be arranged with the parent/carer and a play session will be organised just before the child is due to start.

We describe our pre-school and its practices in terms which make it clear that both fathers and mothers, other relations and other carers, including childminders are welcome. All pre-school users are treated with equal concern regardless of their gender, age, additional needs, background, religion, ethnicity or competence in spoken English. We describe our pre-school and its practices in terms of how it enables children with additional needs to take part in the life of the pre-school. For more information refer to **Policy 1. Special Educational Needs** and **Policy 10. Equality & Diversity**.

We consult/monitor with families about the opening times/sessions and hours required to avoid excluding anyone and try to meet families needs where possible. This is subject to the financial implications to the pre-school. We will consult and seek advice from our local Early Years Support Officer on how to overcome barriers regarding parents/carers accessibility to sessions/extending hours.

Our fees are clearly communicated at the point of registration, when a child starts pre-school and parents are invoiced termly. For more information refer to **Policy 18. Payment of Fees**.

We are flexible about attendance patterns to accommodate the needs of individual children and families. If vacancies are available and our numbers are within our registration certificate we offer temporary places during September/October to children who have attended the pre-school and have started primary school; part time to help meet families needs during that term.

If attendance numbers are very low and after consultation with the committee, parents and carers we may have to reduce the amount of sessions/hours we offer because of the financial implications. Parents and carers will be informed in writing of the changes to be made by the previous half term. Where we cannot meet all the needs of families we would provide contact details of local childminders and of other childcare provision available to support their requirements.

Links to other policies, legislation and forms:-

- Policy 1. Special Educational Needs
- Policy 10. Equality & Diversity
- Policy 18. Payment of Fees

This policy was adopted at a meeting of Walton Under Fives Pre-school held March 2011. It was reviewed and at a committee meeting in January 2018

Signed (Pre School Manager) Date

Signed (Committee Chair) Date