



Pre-School Admissions Policy and procedures

Aims

It is our intention to make our pre-school genuinely accessible to children and families from all sections of the local community. We aim to ensure that all section of our community have access to the setting through fair and clearly communicated procedures. Is to ensure our Pre-School is an all-inclusive school and that all visitors and new children are treated fairly.

Procedure

. In order to accomplish this we will:

- Arrange our waiting list on a first come, first served basis within age group. Looked After Children and children eligible for NEF funding will be given priority
- Describe the Pre-School and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders and people from all cultural and ethnic, religious and social groups with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our equal opportunities procedure widely known.
- Be flexible about attendance patterns so as to accommodate the needs of individual children and families (See S.E.N policy and Attendance policy).

The changing of and increasing of days/sessions is subject to availability. We are not able to confirm or guarantee exactly when a change or increase of days/sessions will become available. As soon as we have knowledge of a place becoming available we will contact the parent/guardian by telephone or email to offer the place. Availability of a place Places are subject to availability and Pre School cannot guarantee Pre School places.

Priority for pre school places is given to certain categories of child. Therefore a child's position on the waiting list is fluid and subject to change.

As soon as we have knowledge of a place becoming available we will contact the parent/guardian by telephone or email to offer the place. We will endeavour to offer the days/sessions requested by the parent/guardian. However, if we are unable to offer what is requested, we will offer days/sessions that we do have, with the option to increase or swap when the requested days/sessions become available.

We will try our best to accommodate siblings however we can not guarantee the same sessions will be available.

Our admissions policy is in line with our terms and conditions, therefore please ensure all parents and carers have read both documents.

November 2019