**Admissions Policy**

**Policy statement**

It is our intention to make our pre-school accessible to all children and families within the local community.

**Aim**

We aim to ensure that all sections of the community have access to the pre-school through open, fair and clear procedures.

**Methods**

To achieve this aim, we operate the following admissions policy

* 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 spoken form and where appropriate, in different languages. Where necessary we will try to provide information in Braille, or through signing or an interpreter
* We arrange our waiting list by order of when a child was put on the waiting list, we also take into account siblings already attending pre-school and individual situations are also considered and taken into account.
* We describe our pre-school and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
* We describe our pre-school and its practices in terms of how it treats individuals, regardless of their gender, special educations needs, disabilities, background, religion, ethnicity or competence in spoken English.
* We describe our pre-school and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the pre-school.
* We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
* We make our equal opportunities policy widely known
* We consult with families about the opening times of the pre-school to avoid excluding anyone.
* 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.
* We offer free places for some 2 year olds and 3-5 year olds specified by the Local Authority

This policy was adopted on ................................................................

Date to be reviewed ...................................................................

Signed (All Staff)..........................................................................................................................

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