

10.2 ADMISSIONS POLICY

It is our intention to make our pre-school genuinely accessible to families from all sections of the local community. We aim to ensure that all sections of our community have access to our Setting through open, fair and clearly communicated procedures.

In order to accomplish this, we will:-

- Ensure that the existence of the pre-school is widely known by placing posters in areas where all sections of the community can see them, and in local community publications.
- Ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, will endeavour to provide information in different community languages and in other formats on request.
- Arrange our waiting list in order of date of birth.
- In addition our policy may take into account any of the following:
 - the vicinity of the home to the preschool;
 - siblings already attending the preschool;
 - the age of the child;
 - the length of time on the waiting list;
 - the capacity of the setting to meet the individual needs of the child;
- On occasions there may not be a place available as soon as a child reaches two and half years old despite having had their names on the register for some time. A place will be offered as soon as available.
- Endeavour to provide a place for emergency admissions, if this is financially viable.
- Make our Valuing Diversity and Promoting Inclusion and Equality policy widely known.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability – whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- A voluntary non-refundable administration fee of £10 is required with your application form.
- We require 1 months' notice if you intend to take your child out of The Windmill Preschool (see Notification of Leaving Form).
- Children who already attend week-day sessions (Monday to Thursday) will be given first consideration for a "Rising 5" session on a Friday. Thus we cannot guarantee a place for a child only wishing to attend a Friday session.
- The committee may override this policy at its discretion if a child or family has particular needs.

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

Signed on behalf of the pre-school..... (Chairperson)

Next Policy Review February 2018