

Wendens Ambo Pre-School

10.0 Information & Records

10.2 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 Wendens Ambo Pre-School through the use of open, fair and clearly communicated procedures.

Methods

In order 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 the Pre-School is accessible in written and spoken form. If necessary, we will make every effort to provide information in languages other than English, or in British Sign Language.
- We aim to keep a place vacant (if this is financially viable) to accommodate an emergency admission.
- We arrange a waiting list on a first come first served basis.
- We give priority to children living in the village of Wendens Ambo.
- We give priority to children who have (or have had) a sibling at the Pre-School.
- We describe our setting and its practices in terms that make it clear that we welcome both mothers and fathers, other carers including childminders.
- We have regard for each child and their family and to their needs arising from gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the Pre-School to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.

- We are flexible about attendance patterns to accommodate the needs of individual children and their families.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- We advise parents/carers that we are flexible as regards to toilet training and work with them when their child is ready.
- We suggest that children just starting at the Pre-School do not stay for the lunch session straight away, as it can make the session very long for them.

After a review by the Committee members and staff this policy was adopted at a meeting of the Wendens Ambo Pre-School Committee

held on: _____

Signed on behalf of the Management

Committee: _____

Name of Signatory: _____

Role of signatory: _____