

## 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. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

##### Procedures

- 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, using simple plain English, in written and spoken form and, where appropriate, in different community languages and in other formats on request.
- 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.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- 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 and 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 or setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We are flexible about attendance patterns to accommodate the needs of individual children and their families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- 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.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by Wendens Ambo Pre-School

On: \_\_\_\_\_

Signed on behalf of the Provider: \_\_\_\_\_

Date to be reviewed: May 2021

Name of signatory: \_\_\_\_\_

Role of signatory: \_\_\_\_\_