

## ADMISSIONS POLICY

### Safeguarding & General Welfare Requirements: Information & Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## POLICY STATEMENT

It is our intention to make our setting 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 our setting 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. We will provide translated written materials where language needs of families suggest this is required.

We arrange our waiting list primarily in birth order. In addition our policy will take into account following:

- The vicinity of the home to the setting
- Siblings already attending the setting

We will endeavour to keep a vacant session, if financially viable in order to accommodate an emergency admission.

We describe our setting and its practises in terms that make it clear that it welcomes, both fathers & mothers, other relations and other carers – including child minders. We outline the Pre-school and its practices of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity and language. We will also endeavour to explain our practices in terms of how it enables children and parents with disabilities to become involved in the life of the Pre-school. We are aware of social diversity and monitor the intake to the Pre-school, and we make our Equal Opportunities policy available.

The Pre-school Management team and Committee consult with families about our opening times to ensure that we accommodate a broad range of family need. We will always try to be flexible about attendance patterns, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

Designated Admissions Co-ordinator: **Rachael Richards**

This policy is reviewed annually, next review date: November

APPROVAL

Signature:

Name & Position: Rachael Richards -  
Manager

Date:

AGREED

Signature:

Name & Position: On behalf of the  
Committee

Date:

