



Little Acorns

LITTLE ACORNS PRE-SCHOOL

POLICIES

ADMISSIONS POLICY

Aims

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.

Method

- We are limited to 24 children during each session.
- Children are eligible for admission on their second birthday.
- We aim to accommodate each child from the date specified on their application form in accordance with spaces available at the time. Parents/carers will be informed of availability during the term before their child is due to start, at which time a home visit and familiarisation visits to the pre-school, will also be arranged.
- We arrange our waiting list in birth order. In addition our policy may take into account the following:
 - the vicinity of the home to the setting;
 - siblings already attending the setting.
- Priority for spaces will always be given to the older children attending the setting.
- 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 our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.

- We endeavour to accommodate emergency admissions if at all possible.
- We welcome fathers and mothers, other relations and other carers, including childminders.
- We welcome each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We operate an equal opportunities policy and follow anti-discriminatory practices
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.
- We monitor the gender and ethnic background of the children joining the pre-school to ensure that no accidental discrimination is taking place.
- Names can be added to the waiting list by contacting the Manager.

Signed-----

28th March 2011

Reviewed: March 2012

Reviewed: January 2014

Review Date: January 2016

Reviewed: April 2016

Review Date: April 2018