

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Administration

4.1 Admissions

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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

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 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.
- Describe the Pre-School and its practices in terms which make it clear that it welcomes both fathers & mothers, other relations & carers, including childminders and people from all cultural, ethnic, religious and social groups, with & without disabilities.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms 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 or from English being a newly acquired additional language.

- We describe our setting and its practices in terms of how it enables 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 group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- 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, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- A session confirmation agreement must be signed by the parent each term to, which states that the parent agrees to the sessions and will pay any fees due when invoiced.

In addition to the above the following points apply to our **Pre-school Admissions Policy**:-

- Children are admitted from the age of 2 years and 9 months (the term nearest that date).
- Priority given to children on the basis of date of birth. In addition our policy may take into account the following:
 - the vicinity of the home to the setting; and
 - siblings already attending the setting.
- We allow up to three sessions per week for children in their first year at pre-school increasing to five sessions per week in their second year.
- We keep a place vacant, if financially viable, in order to accommodate emergency admissions.
- It is easier if children attending pre-school are out of nappies and can use the toilet unaided, though it is not a requirement. Nappy changing facilities are available if required and staff members are willing to work with individual children and their families to promote the child's independence.

The following points apply to our **2 yr old Admissions Policy**:-

- Children are admitted on or after their 2nd birthday (the term nearest that date).
- Priority given to children on the basis of date enrolment form received.
- Each child can 'move up' to Pre-school from the age of 2 yrs and 9 months, but no later than the 1st term after their 3rd birthday.
- Children cannot attend the 2 yr sessions as well as Pre-school sessions, it must be either/or.
- Nappy changing facilities are available.

This policy was adopted at a meeting of		name of setting
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory (e.g. chair/owner)		