

10.2 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.

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 and provided in written and spoken form when necessary.
- We arrange our waiting list in birth order, including when we would contact the parent. In addition, our policy may take into account the following:

the vicinity of the home to the setting; and

siblings already attending the setting

- The waiting list includes the child and parents name, address, telephone number, email address, child's date of birth, hours required and the date at which a place is required from. When a place becomes available the next eligible parent on the list will be contacted to establish whether they still need this place. If not, the next family would be contacted until the space is filled.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe how our practices treat each child and their family, having regard to their needs arising from their 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 make our Valuing Diversity and Promoting Equality Policy widely known.
- We admit children who have Special Educational Needs or disability and who are referred by other professionals. Where possible they will be identified as having special circumstances for accessing a place and admission to preschool will be made available when appropriate. When a child with SEN or a disability attends preschool, we would ask the parent/carer and any other professional working with the family to provide any information concerning; the individual needs of the child, strategies which are currently being used, any professional reports, dietary and medical requirements. This is also outlined in our registration form and can be spoken about in detail during the induction session. Communication and liaising with other professionals and outside agencies is important in meeting the needs of the child. Any meetings, observations and interventions will be communicated to parents, to allow them to

attend if necessary, along with the manager or SENCO. Sometimes additional training is required for staff to be able to provide the additional support a child may need for example epi pen training. Therefore the preschool place offered cannot be accessed until the staff are trained.

- 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.

This policy was adopted at a meeting of	Downton Community Preschool	<i>(name of provider)</i>
Held on	September 2019	<i>(date)</i>
Date to be reviewed	September 2020	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	Sarah Nutbeam and Lucy Babb	
Role of signatory (e.g. chair, director or owner)	Co-Chairs	