



Admissions Policy

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, in written and spoken form and where appropriate in more than one language. Where necessary we will try to provide information through Braille, sign language or an interpreter.
- We ask all parents to visit the setting with their child before completing the registration form.
- Should we have to compile a waiting list due to oversubscription we will consider all applications individually taking into consideration the following
 - Children under social care (CP, CiN and CLA)
 - Any child with an EHCP
 - Any child that you have safeguarding concerns about that you feel needs to be in a setting
 - Date of birth, children starting school in September are prioritised and then to work back by age
 - Date of registration on the waiting list
 - Siblings already attending the setting.
 - Vicinity of the home to the setting
- Any decision regarding allocation of places will be made by the Manager in accordance with the criteria set out above. In the event of a further dispute the final decision will rest with the Chair of the Pre-school Committee.
- We consider the wellbeing of the entire “Pre-school Community” (children in our care, their families and our staff) when deciding to offer a place to a new child. In cases where the wellbeing of the Pre-school Community is negatively impacted by an admission, we will be forced to reconsider our offer to the family.

- We describe our setting and practices in terms that make it clear that it welcomes both fathers, mothers, other relations and other carers, including child-minders.
- We describe our setting and its practices in terms of how it treats each child and their family, showing regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being an additional language.
- We make our equal opportunities policy widely known.
- We monitor the gender and ethnic background of children joining the group.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- 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 children.
- We are registered to take children up to age 5, at the Managers discretion and in consultation with parents/ Committee and supporting professionals, we may accept a child who would otherwise start reception in September for up to a full-time position until their 5th birthday.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Admissions Policy: The Chairperson is responsible for overseeing the annual review.

The Lavington Pre-school Admissions Policy will be reviewed on:

Date: **Signed:**

Name: **Post:**

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