



ADMISSIONS POLICY

It is our intention to make our pre-school genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of the pre-school is widely known in all local communities. We will place notices advertising the pre-school in places where all sections of the community can see them.
- Give out our introductory leaflets
- Make people aware of our website
- Hold regular open events
- Arrange our waiting list in the following order:
 - siblings; and then
 - village and local community;
 - Other
- We offer five full days from 9:00-3:00 every day.
- 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.
- All parents/guardians must inform Kate Jepson if they wish to take up the five sessions; a term's notice may be required for planning purposes.
- 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 Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- Be flexible about attendance patterns so as to accommodate the needs of individual children and families.
- We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information through Makaton.
- 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.

All the undertakings above are subject to the paramount commitment of the pre-school which is to the safety and wellbeing of the child. Please see also our policy on child protection.

This policy was adopted at a meeting of the pre-school held on

29/09/2025

This policy will be reviewed in February 2026