



## **Admissions policy and procedure**

### **Statement of intent**

It is our intention to make our pre-school accessible to children and families from all sections of the local community.

### **Aim**

We aim to ensure that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures.

We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.

We ensure that information about the pre-school is accessible - in written and spoken form - and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.

We will describe the pre-school and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

We describe the pre-school and its practices in terms of how it enables children with disabilities to take part in the life of the pre-school.

We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

We make the Equality and Diversity Policy widely known.

We are flexible about attendance patterns to accommodate the needs of individual children and families.

### **Procedure**

1. Children may start at the pre-school once they are 2 years old.
2. When a parent makes an enquiry about enrolling his or her child at the pre-school the Pre-school Leader shall contact the parent to discuss the parent's requirements and to provide him or her with a Registration Pack which includes a copy of the Equal Opportunities Statement, Additional Needs Statement and Complaints Procedure.

3. The Pre-school Leader (or representative) shall describe the pre-school and its practices in terms which make it clear that fathers and mothers are welcomed along with other relations and carers, including childminders, irrespective of culture, ethnicity, religious belief, age, disability, gender or sexual orientation.
4. If the parent wishes to secure a place for the child it is necessary to return the completed Registration Form to the pre-school.
5. The Pre-school Leader shall confirm with the parent about the child's start date and arrange for two induction sessions prior to then to support the child during the settling in phase and assign a key worker.
6. The paperwork and details about the child shall be treated in accordance with the Confidentiality Policy and Procedure.

In the event that not all the times requested by the parent are available, the child's name and details shall be added to the waiting list which is operated on a first come, first served basis. In addition the waiting list may take into account the following:

- The vicinity of the home to the pre-school; and
- Siblings already attending the pre-school.

This waiting list shall be reviewed every 6 weeks.

7. The Pre-school Leader shall endeavour to keep space available, if viable, to accommodate emergency admissions.
8. Parents may wish to change the times that their child attends; this information needs to be recorded on a Change of Core Block Form and must be submitted to the Pre-school Leader, who will confirm whether this request is possible.
9. A child using free entitlement hours, cannot increase the hours part way through a funded period (September – December, January – March, April – July), as the pre-school will not receive the additional funding from Wiltshire Council
10. We consult with families about the opening times of the pre-school to avoid excluding anyone.

## **Responsibilities**

### **The responsibilities of employees are:**

- to make sure when parents make an enquiry their details are recorded and passed to the Pre-school Leader.
- to describe the setting and its practices in terms that make it clear that fathers and mothers are welcomed along with other relations and carers, including childminders, irrespective of culture, ethnicity, religious belief, age, disability, gender or sexual orientation.
- to provide a parent with the Change of Core Block Form should they need to alter when the child attends. This form needs to be forwarded to the Pre-school Leader.
- to make sure that details about the child and the family are treated in accordance with the Confidentiality Policy and Procedure.

**The responsibilities of the Pre-school Leader are:**

- to follow the procedure above.
- to ensure equal and fair access to all children in the local community irrespective of culture, ethnicity, religious belief, age, disability, gender or sexual orientation.
- to ensure Change of Core Block and Additional Hour forms are forwarded to the Treasurer

**The responsibilities of parents are:**

- to read and understand this policy.

**The responsibilities of the members of the Pre-school Management Committee are:**

- to advertise the pre-school in places where all sections of the community can see them.
- where appropriate, provide information about the pre-school in languages other than English.
- to regularly consult with parents and get feedback to ensure that the pre-school continues to meet the changing needs of those in the local community.
- will validate this policy and update/change as necessary. All amendments will be identified to all members of staff.

**The responsibilities of the SENCo are:**

- to follow the SEN Policy and Procedure.
- to ensure equal and fair access to all children in the local community irrespective of culture, ethnicity, religious belief, age, disability, gender or sexual orientation.

This policy was adopted at a meeting of Bybrook Pre-school Management Committee held on: 16<sup>th</sup> September 2015

Date of review: 16<sup>th</sup> September 2016

Signed on behalf of the Pre-school Management Committee:

Name of signatory:

Role of signatory:

Signed on behalf of the pre-school:

Name of signatory:

Role of signatory: