



Layer Preschool



Admissions Policy

Statement of intent

It is our intention to make our setting 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 setting through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of our setting is advertised locally.
- We ensure that the information about our setting is accessible, in written and spoken form. Where necessary, we will try to provide information in more than one language, or in Braille, or through signing, or an interpreter.
- We arrange our waiting list in birth order. In addition our policy may take into account the following:
 - the vicinity of the home to the setting ;and
 - siblings already attending / have attended the setting: and
 - time on list
- 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.
- Where possible we try to accommodate an emergency admission.
- We describe our setting and it's 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 are flexible about attendance patterns to accommodate the needs of individual children and families.
- Children already attending the Pre School take priority for new sessions over waiting list.

This policy was adopted at a meeting of	Layer Pre School
Date held	
Review date due	
Signed on behalf of the Management Committee	
Name of Signatory	
Role of Signatory	