

## Admissions Policy

This policy describes 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, in more than one language if appropriate.
- Arrange our waiting list in order of date of birth.
- Keep a place vacant, in order to accommodate emergency admissions.
- Describe the pre-school and its practices in terms that make it clear that it welcomes both mothers and fathers, other relatives and other carers, including child-minders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure no accidental discrimination is taking place.
- Make our equalities policy widely known.
- The pre-school starts at 9.00am  
Preschool finishes at 12.00 noon Monday, Tuesday, Thursday, Friday. 3pm Wednesdays
- To promote and provide information to parents regarding 3 and 4 year old funding.
- To advise parents on how to access 2 year old funding.
- Agreed sessions have to be paid for whether the child is in attendance or not (except in extraordinary circumstances in agreement with the pre-school leader and committee).
- Be flexible about attendance patterns so as to accommodate the needs of individual children and families.
  - This links to our equal opportunities and inclusion policies