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|  | Admissions Policy  |
|  | Date adopted 23.07.2019 |

**Policy Statement**

It is our intention to make our Pre-school accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

The Pre-school will admit all children between the ages of 2 and 4 years up to the maximum number specified by the registering authority.

In the event of oversubscription under any of the below criteria, all children will be ranked according to date of birth.

**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, using simple plain English, in written and spoken form. We will try to provide written materials in more than one language where the needs of families suggest this is required.
* We arrange our waiting list in order of date of birth. In addition, our policy may take into account:
* The age of the child, with priority given to children who are eligible for the free entitlement – including eligible two-year-old children.
* The vicinity of the home to the setting.
* Length of time on the waiting list.
* Whether any siblings already attend the setting.
* The capacity of the setting to meet the individual needs of the child.
* We offer funded places in accordance with the Codes of Practice for and any local conditions in place at the time.
* We offer places at our lunch club for our 2 1/2-year olds – 4-year olds giving priority to those children due to start school the following September where viable.
* We describe the Pre-school and its practices in terms which makes it clear that it welcomes fathers, mothers, other relations and other carers.
* We describe our Pre-school and its practices in terms of how it treats each child and their family, having a positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English, being a newly acquired additional language.
* We support children and/or parents with disabilities to take full part in all activities within our setting.
* We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
* We share and widely promote our Valuing Diversity and Promoting Equality Policy.
* We consult with families about the opening times of the setting to ensure we accommodate a broad range of family 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 the children.
* Extra one-off sessions can be booked for an **emergency** if we have space available – at least ‘24 hours’ notice must be given unless there are exceptional circumstances.
* Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
* Children eligible for the Early Years Free Entitlement living outside the parish are given priority
* Children with a statement of Special Educational Needs where it is felt our Pre-school will best meet their needs are given priority.

**Other Useful Pre-School Learning Alliance Publications**

 Seasonal Hello Poster 2006

This policy was adopted by Hanslope Pre-school on 23rd July 2019

Date to be reviewed 23rd July 2020

Signed on behalf of Hanslope Pre-school …………………………………

By Xanthia Collender Chairperson on 23rd July 2019