



## Admissions Policy

### Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

### Policy Statement

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

### Procedures

- We ensure Whitchurch Pre-School is advertised across the whole community through a banner outside the building, use of Social media and promotion of events and Open Days. On occasion, we will use local newspapers to promote the pre-school, and place posters in numerous places across the whole community.
- We ensure that information about Whitchurch Pre-School is accessible, in written and spoken form as needed. 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 in Braille, or through British Sign Language.
- We work very hard to accommodate all children who require a place at Whitchurch Pre-School. In the rare event we have to operate a waiting list, this will be done in birth order. In addition, we may take into account the following; the vicinity of the home to the setting and siblings already attending the setting.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including child minders.
- 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 language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We describe how practices enable children and/or parents with disabilities to take part in the life of the Pre-School. Please refer to our Local Offer on [www.dorsetforyou.gov.uk](http://www.dorsetforyou.gov.uk). Further information can be found on <https://www.dorsetforyou.gov.uk/children-families/sen-and-disability-local-offer/dorsets-local-offer.aspx>
- 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 and it is accessible within our policy file.
- The Pre-School committee review opening hours on an annual basis. We consult with families to try to accommodate a broad range of families needs and listen to suggestions. The committee must take into account needs of families, staff and the landlord as well as business need and advice and guidance from the Dorset County Council (DCC).
- 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, and our within the DCC Early Years Funding guidelines. Our opening times are 9.00am to 1.30pm

Tuesday – Wednesday, 9.00am – 3.00pm Thursday – Friday.

- We welcome children aged 2 to 5 years of age. At the discretion of the Manager, limited places will be available for children aged 1 years old, where staff to child ratios allow and places exist. This will be in direct response to a families need for additional support. For example:
  - to support parental access to programs and activities provided by the Children’s Centre i.e. wellbeing groups/provision, Domestic Abuse support provision, Incredible Years etc
  - to support families in times of difficulty, where providing a place at pre-school will have positive impact on the well-being of the child
  - to allow a parent to return to work where no other childcare is available

The Equality Act (2010)

EYFS (2014)

This policy is reviewed annually, or as deemed necessary.

Policy reviewed and updated.....14/6/18.....

Signed.....H Roberts .....