



Admissions Policy

Admission policy

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.

Methods

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

We offer a minimum of three sessions. This ensures some continuity and familiarity with the setting for the child and helps staff when planning coverage of the EYFS curriculum.

- Children above three years are taken on a “first come, first served” basis, with preference given to children with a sibling already in the setting. Children aged 2 to 3 years first come first served dependant on staff rations.
- We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that the information about our pre-school is accessible – in written and spoken form.
- We promote our pre-school and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers including child minders.
- We have a website www.lollipopspre-school.com and Face book page @lollipopskids both include details of our setting.
- We promote our 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 promote our 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 tell prospective parents where to find our equal opportunities policy and other policy documents. Parents are given the opportunity to discuss our policies on an ongoing basis.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, be it morning or afternoon sessions between the hours of 9am to 12 noon and /or 12noon to 3pm
- We ask parents/carers advise us if their child attends another setting so that we may share information as necessary.

Signed

Date

Staff Name	Date received	Please sign to show you have read and understand this policy.

Updated to include:

Minimum sessions policy