

ADMINISTRATION

Admissions

Statement of intent

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of the community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- [The existence of our setting is advertised in places accessible to all sections of the community through our website, flyers at children’s centres and local groups and word of mouth.
- [Where required we will provide translated information about our setting.
- [If we have limited spaces we will allocate these spaces according to receipt of application form.
- [We will let any prospective parents know when we are full or have limited spaces and indicate when we expect to have a space become available.
- [We have high staff to child ratios to ensure flexibility should an emergency admission be required.
- [We describe our setting and its practices in terms that make it clear that it welcomes both fathers, mothers, other family members and other carers, including child minders.
- [We describe our setting and its 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/carers 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 the local community.
- [We make our Equal Opportunities Policy widely known.
- [We are flexible about children’s days 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.

Signed

Date.....

Review Date.....