



Admissions Policy

Our Aim is to make sure our Pre-school is accessible to children and families of all areas and sections of the local community.

We do this by:

- Ensuring the existence of the preschool is widely advertised in places accessible to all of the community
- We ensure information on our setting is accessible in written and spoken form and when possible in different languages. We will seek the use of an interpreter when required.
- We arrange any waiting lists in birth order and give priority to funded children, including 2 year olds. We may also take into account whether they have a sibling already in the setting and the vicinity of the home to the setting.
- If financially viable, we keep a vacant space to accommodate any emergency admission.
- As a setting we share our practices with and welcome mothers, fathers, other relations, carers and other professionals.
- We treat all children and their families equally regardless of social background, special educational needs, gender, religion, English as an additional language or disabilities. We welcome and encourage all children and their families to be part of pre-school life regardless of any of the above.
- We make our Equal Opportunities Policy widely known.
- We are flexible in 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 of the children.

We encourage prospective parents and children to visit the pre-school by appointment. This provides an opportunity for parents to ask questions and meet the staff who will be caring for their child.

When a place is required, a possible start date is discussed and parents are given the Registration Form and paperwork to be fully completed with a staff member (Manager/Deputy/Key worker) prior to the start date. The Registration form is to be returned along with the registration fee to secure the child's place with us. The registration form must also be signed by a staff member. New parents are also sent a link to Tapestry our online learning journal system.

At least one settling in session is required with up to 3 recommended. This can be for a couple of hours or half a day and will give your child a chance to get used to the pre-school and staff. This will provide another opportunity to discuss the care of your child with the staff.

Children change and develop very quickly and in a short period of time will settle into the new environment.

Procedure

The following procedures are in place for settling in and admitting a new child to the setting:

- Only the Manager and Deputy have the authority to book in new admissions.
- Key workers must show/discuss with parents the routines, planning, development recording, photos, displays and any other relevant information that is required including an All About Me sheet and a copy of What to Expect When Document.
- The Manager/Deputy/Key Worker must explain the nursery key worker system and Early Years Foundation Stage framework as appropriate.
- It is important that all staff provide consistency and familiarity to ensure the new child gains a sense of belonging- therefore a named peg and tray should be ready for the child's first session.
- All staff are responsible for maintaining staff ratios at all times and behaving appropriately during visits and at all other times.