



Edlesborough Under 5's

Admissions Policy

Policy Statement

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 our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form. Where necessary, we will try to provide information in alternative languages, Braille, or through British Sign Language.
- We arrange our waiting list in birth order, with the exception of children under 2½ years old, where time since registering will be taken into account. In addition our policy may take into account the following:
 - the vicinity of the home to the setting; and
 - siblings already attending the setting.
- We endeavour to offer all children on our waiting list two sessions per week from the age of 2½ years old (with a view to their starting at that time and not awaiting the following term). Where places are available, and subject to having sufficient staffing ratios to support this, we are also able to accept a limited number of children to join pre-school before they reach 2½ years old, although they must have reached their 2nd birthday.
- We have limited places for 2 year olds due to the higher staffing ratios that apply and because such places are allocated after older children's requests have been satisfied. Parents of 2 years olds are invited to attend on a trial basis and an extended settling in period is expected (see further our settling in policy).

- 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 both fathers and mothers, other relations and other carers, including childminders.
- 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 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 social diversity.
- We make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- 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.

This policy was adopted at a committee meeting of Edlesborough Under 5s held on 4 April 2011.

Date to be reviewed: April 2012

Signed by Chair of Committee Rebecca Newbert