



## **Eldene Pre-School & Toddlers**

### **10.2 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 or through signing or an interpreter.
- We arrange our waiting list in birth order. 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 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 and 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 Valuing Diversity and Promoting Equality 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.
- We reserve the right to offer a child's place to someone on our waiting list if the child is absent for 1 month or more without prior arrangement being made. The child's place will then be forfeited; this will apply to both funded and non-funded children.

We require 4 weeks notice of your intention to remove/leave the pre-school. If this notice is not given fees/funding is still payable for this period.

#### **Funded places – free entitlement**

All 3- and 4-year-olds in England are entitled to 15 hours free childcare and early education each week for 38 weeks of the year. Some eligible two year olds are also entitled. Funded places are offered in accordance with national and local codes of practice and adherence to the relevant Provider Agreement/Contract with the local authority.

This policy was adopted at a meeting of Eldene Pre-School & Toddlers.

Held on:- 22<sup>nd</sup> May 2018

Reviewed: October 2023

To be reviewed:- October 2024

Signed on behalf of Eldene Pre-School & Toddlers.

*A. Hanrahan*

Ann-Marie Hanrahan – Chairperson.