ADMISSIONS

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 and provided in written and spoken form.
- We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- We arrange our waiting list on a first come first served basis dependent on the child's date of birth. In addition, our policy may take into account the following:
  - siblings already attending the setting; and
  - the requirements of our local authority with regards to provider agreements for the admission of funded 2, 3 and 4 year olds.
- 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 how our practices treat 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 how our practices enable 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 Promoting Inclusion, Equality and Valuing Diversity Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- We require children to attend a minimum of two sessions each week to assist with the settling in process.

We will contact you approximately two months before your child is due to start with us to discuss available days etc

This policy was adopted at a meeting of: St Michael's Pre-school
Reviewed and updated on May 2026