

Harrold Pre-School Policies



Admissions policy

Objectives

- Harrold Pre-School will endeavour to ensure that it operates in an inclusive manner which enables all children and families to access its services.
- To work in partnership with the Local Authority and other agencies to ensure that provision is accessible to all sections of the community.
- Services are widely advertised and information is accessible to all sections of the community.
- Where the number of children wanting places exceeds the number of places available, a waiting list will be operated.

Procedures

- We will ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We will ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required.
- We will arrange our waiting list on a date of registration basis. In addition our policy may take into account the following:
 - a) The vicinity of the home to the setting; and
 - b) Siblings already attending the setting.
 - c) Maintaining a balance between the age groups of children within the Pre-School for the best interests of the children and the long term viability of the Pre-School
- We will keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We will describe our setting and its practices in terms that make it clear that it welcomes both fathers, mothers, other relations and other carers, including child-minders and au pairs.
- We will 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 will 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 will monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.

- We will make available (as with all our policies) our Inclusion, Equality and Valuing Diversity Policy.
- We will consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- We will be 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.