**10.2 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, 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 as well as access to an interpreter.
* We arrange our waiting list in birth order. In addition our policy may take into account the following:
1. Places are organised strictly on staff/child ratio (dictated by Preschool Learning Alliance)
2. Priority is given to funded children 4yrs and older (dictated by Suffolk County Council)
3. Priority is given to funded children 3yrs and older (dictated by Suffolk County Council)
4. Priority is given to funded children 2yrs and older (dictated by Suffolk County Council)
5. Priority is given to children already at preschool requiring extra sessions up to their 5 funded sessions
6. Priority is given to siblings of preschool children if there is an age match on the waiting list and both children waiting for places were placed on the waiting list at the same time
7. As child reaches 21/2 years they move up the list to wait for the next available space
8. Space is allocated on first come first served basis
9. Places may be allocated at the discretion of the staff, along with consultation of the chairperson, depending on a child's needs.
* 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 child-minders.
* 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 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.

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| This policy was adopted at a meeting of | NBU5’s Preschool | name of setting |
| Held on | October 5th 2022 | (date) |
| Date to be reviewed | October 5th 2023 | (date) |
| Signed on behalf of the management committee | Marie Whiting |
| Name of signatory | Marie Whiting |
| Role of signatory (e.g. chair/owner) | Setting Lead |

**Other useful Pre-school Learning Alliance publications:**

* Seasonal Hello Posters