

ADMISSIONS POLICY

Overall Aim of Policy

It is our intention to make our setting accessible to children and families from all sections of the local community. We admit children from the age of 18mths to 5 years.

Specific Objectives and Procedures for this Policy

- We hold a termly register which highlights all available spaces. A waiting list is maintained for all future session requests. A child's name will be added to the waiting list on completion of an application form.
- The waiting list is managed to ensure room capacity and staffing ratios are maintained.
- The allocation of vacancies shall be based upon:
 - Those children whose names appear on the top of the waiting list by virtue of the length of time their names have been on the list and who are of the correct age.
 - Those children who, although not at the top of the waiting list are the oldest in age.
- In the event of there being only one vacancy, priority shall be given to any child in his/ her final year before starting school and who is not attending Pre-school provision elsewhere. Should no child fulfil this criteria then the place may be offered to the child at the top of the waiting list.
- Consideration may also be given to those families where siblings already attend the setting.
- 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 signing or an interpreter.
- Upon receiving an enquiry about session availability, Parents / Carers and their children are encouraged to visit the Pre-school and have a look around. Contact information will be taken and an Enquiry Pack will be sent (either via post or preferably by email) providing further details about the Pre-school together with an application form for session bookings.
- Prior to attending the setting a Welcome Pack will be distributed to Parents / Carers. The following documents must be completed, signed and returned: Parental Agreement for Little Crickets Pre-school Sessions, Registration Form, Details of Who May Collect Your Child Form, Parental Permissions Form, Profile Form and a Funding Agreement where applicable.
- The Parental Agreement details the process whereby families can make amendments to sessions or withdraw their child from pre-school. Details of our registration fee are outlined in our welcome pack.
- Both the Enquiry and Welcome pack 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 regularly review our Equal Opportunity Policy.

- To ensure that we do not accidentally discriminate and that we are meeting the needs of our local community, the waiting list is monitored by the Pre-school Committee. Where needed, the waiting list can form part of the Manager's report at Committee meetings.
- The waiting list is maintained by the Administrator and managed by the Pre-school Leader. In the event of any disputes, or where allocation of places is not clear cut, the Committee and staff will meet to discuss the situation and the Committee's decision is final.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.
- We liaise with external agencies to provide support for families with regards to setting accessibility and attendance.
- We are flexible where possible to meet the needs of individual children and families.

Where necessary, the Pre-school Manager will ask permission from the parent / carer of a child to obtain any relevant information from a previous setting. The Pre-school Manager will then contact the previous setting. All details will be discussed with the parent / carer prior to any action being taken if required.

This policy was adopted at a Little Crickets Committee meeting	
Signed on behalf of Management Committee	Jen Baldry
Name of Signatory	Rebecca Vass
Role of Signatory	Manager
Countersigned Pre-School Manager	
Date of Next Review:	April 24'
References to other Policies:	SEN Policy / Equal Opportunities / Inclusion / Behaviour / Complaints / Partnership with Parents