

Administration

4.1 Admissions

Policy statement

It is our intention to make Brailsford Pre-school 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 Brailsford Pre-school through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of Brailsford Pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Brailsford Pre-school is accessible, in written and spoken form.
- We arrange our waiting list in birth order. We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe Brailsford Pre-school 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 Brailsford Pre-school 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 describe Brailsford Pre-school 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 make our Valuing Diversity and Promoting Equality Policy widely known.
- 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.

This policy was adopted at a meeting of _____ name of setting
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the management
committee _____
Name of signatory _____
Role of signatory (e.g. chair/owner) _____

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (T834)