

Policy 10.1

Fazeley Pre-school Admissions Policy

Statement of Intent

It is our intention to make our setting accessible to children and families from all sections of the local community.

All our policies and procedures are imbedded in relevant legislation and acts.

Aim

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Methods

To achieve this aim, we operate the following admissions procedures:

- We advertise our setting in the local community and ensure that we are 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.
- 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 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 would use interpreters and get help from outside agencies if necessary.
- 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 the children joining the group to ensure that our intake is representative of social diversity.
- We make our Equality and Diversity Policy widely known.

SESSION ALLOCATION PROCEDURE

We arrange our waiting list in birth order. In addition, our policy considers the following:

- The vicinity of the home to the setting, priority is given to children living within the Fazeley area and the surrounding estates.
- If places are still available, we will consider taking children from outside our catchment area who have siblings at or are looking to send their child to Millfield School.
- Session preferences should be made on the application form. Parents are made aware that although every effort will be made to accommodate their preferences they cannot be guaranteed.
- Our sessions consist of 3-hour morning or afternoon sessions or 6 hour all day sessions.
- We will take 2 year olds if places are available.
- We fill up places during the year from the waiting list if and when these places become available.
- 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.
- We keep a place available, if this is financially viable, to accommodate an emergency admission.
- We ask parents to make a voluntary contribution of £15.00 per year towards our insurance costs to include a Pre-school bag.

This Policy was adopted on April 20th 2001 and reviewed at a meeting of Fazeley Pre-school Committee on November 9th 2016
It will be reviewed again in November 2018 unless it is considered necessary beforehand because of changes in legislation etc.

Signed on behalf of Fazeley Pre-school Committee.

Maria Haden
Chairperson