



ADMISSIONS POLICY

Member of staff responsible	Committee
Committee member responsible	Steph Gattenby (Chair)
Date agreed with staff	
Date agreed at Committee	
Signed on behalf of Committee	
Print name & date	
Frequency of policy review	Biennial
Date next review due	November 2011

Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	November 2009	Checked against PSLA guidelines
1.1	December 2009	Changed ownership of policy to Committee
1.2	February 2010	Changed deposit to non-refundable & clarified cancellation/changes to sessions procedure

Policy Statement

Lydiard Millicent Pre School aims to be 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

Procedures

- We ensure that the existence of Lydiard Millicent Pre-school 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. We will use the Early Years team at Wiltshire Council to support us with this if necessary.
- We describe our setting and its practices in terms that make it clear that we welcome both fathers and mothers, other relations and carers, including childminders, as well as people from all cultural, ethnic, religious and social groups, without regard to their gender, special educational needs, social background or disability.
- We make our Equality of Opportunity Policy widely known by making it available on the website and in the Welcome Pack.
- We monitor the gender and ethnic background of children joining the pre-school to ensure that we are being fair.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.
- 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.

Allocation of places

We arrange our waiting list in the following order:

- the date the child was placed on the waiting list
- the date of birth of the child
- whether the child also attends a different setting

We plan admissions and places for a rolling 12 months ahead, to ensure that as many children as possible benefit from our setting. Within this, we are mindful that older children (preparing for the transfer to school) may need an increased allocation of sessions and that younger children need to begin the transition from home to the Pre school.

- We keep a place vacant, if this is financially viable, to accommodate an emergency admission such as a looked after child moving into the area.
- We ensure that we do not discriminate against younger children by keeping places reserved for them, providing it is financially viable. For example, if a child is due to begin at the Pre school in April, as soon as they are old enough, we will not allow existing children to increase the number of sessions they attend if it means that the younger child will not have a place.

Children are added to the waiting list upon receipt of their application form and a non refundable deposit of £10. The deposit covers administrative costs and a book bag when the child starts at Pre-school.

Parent/carers will be notified in writing, as soon as possible, of the sessions allocated to their child, together with a start date and a welcome pack. Any requested change to the child's sessions (before or after the child starts in Pre-school) must be submitted in writing. The Pre-school will confirm in writing whether the change is possible or not within 2 weeks of receiving the request. Until written confirmation is received, there will be no change to the child's sessions. Six weeks notice in writing is required to cancel sessions.

The final decision on the allocation of places rests with the Pre-school committee.