



Admissions Policy

Statement of intent

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

Aim

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

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible - in written and spoken form - and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- Arrange our waiting list according to the following priorities:-
 1. Child of a staff member (or child in the care of a member of staff) on a day when the staff member is working.
 2. Children in their pre-school year having an older sibling at Braunston School or Braunston Pre-School.
 3. Children in their pre-school year.
 4. Younger children in age order.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our pre-school and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.

- We describe our pre-school and its practices in terms of how it enables children 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 equal opportunities policy widely known.
- We consult with families about the opening times of the pre-school 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.
- The Pre-School will allow names on its waiting list from the age of 18 months. In order to be considered for the next academic year, waiting list forms must be received by pre-school by four calendar weeks before the end of the summer term. Pre-school accept no responsibility for paperwork sent through the general post but not received.
- Children out of nappies will be admitted from the age of 30 months. Children may commence attendance during the first week of each academic term only.