

## **ADMISSIONS POLICY**

### **Statement of Intent**

It is our intention to make our Starfish Nursery 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.

### **Methods**

In order to achieve this aim, we operate the following Admissions Policy:

We ensure that the existence of the Nursery is widely advertised in places accessible to all sections of the community;

We ensure that information about our Nursery 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;

The waiting list is done on a first come first serve basis with priority given to families with siblings already attending.

We keep a place vacant, if this is financially viable, to accommodate an emergency admission;

Our Nursery welcomes both parents/carers, and relations, including childminders;

Our Nursery treats individuals equally and fairly, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English;

Our Nursery enables children with disabilities to take part in the everyday life of the Nursery;

We monitor the gender, religion and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

We make our Equal Opportunities Policy widely known;

We consult with families about the opening times of the Nursery to avoid excluding anyone;

We are flexible about attendance patterns to accommodate the needs of individual children and families, although we encourage regular attendance of children receiving government funding as continued non-attendance may result in funding being withdrawn.

We cover a range of religions and festivals in our curriculum linked to children's interests. We advise parents/carers that if they do not wish their child to participate to let a member of staff be aware of this so that other arrangements can be made for their child while the event takes place.