

## **Admissions Policy**

### **Statement of intent**

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

### **Aim**

We aim to ensure that all sections of our community have access to the setting 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 setting is widely advertised in places accessible to all sections of the community

- We ensure that information's about our setting 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 and an interpreter.
- We arrange our waiting list in birth order. In addition, our policy may take into account the following: vicinity of the home, siblings already attending the setting.
- We keep a place vacant, if financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms which welcomes both fathers, mothers and other relations and carers including childminders etc.
- We describe our setting and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in the spoken English.
- We describe our setting and its practices in terms in 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 setting to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- We consult with families about opening times of the setting to avoid excluding anyone.
- We are flexible about attendance patterns to accommodate the needs of individual children and their families.
- We have limited numbers of space for children due to the adult to child ratio and the square space allowance. We will also try to be as flexible as possible but in some circumstances, this may be difficult. However, we are reviewing all procedures to ensure we are open to the needs of families in the community and surrounding areas.

Created 23/06/2024

Signed: D.Caliskan

Job title: Director

**Reviewed 17/07/2025 Z GREEN To be reviewed annually**