

Admissions

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Policy Statement: It is our intention to make our setting 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 our setting 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. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.

We arrange our waiting list in birth order. In addition our policy may take into account the following:

- The vicinity of the home to the setting; and
- Siblings already attending the setting.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

- We describe our setting and its practices in terms that make it clear that it welcomes 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, and ethnicity or from English being a newly acquired additional language.
- 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 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 setting 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, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- We accept all children who are not toilet trained, however all nappies and changing materials must be provided by the parents.
- Fees are payable in advance, half-termly. Fees continue to be payable if a child is absent. However, in cases of planned prolonged absence please speak to the leader/deputy or treasurer.
- Our fee structures are available to view inside the lobby and within our prospectus. We are able to take childcare vouchers, please speak to a member of staff if you wish to pay using the childcare voucher system.
- Individual payment plans can be arranged confidentially please speak to Allie or Lucy regarding this matter.
- We advertise our setting in the local village newsletters along with our up and coming events. Information regarding our setting can also be found on our website

Relevant legislation

Children Act 1989 and 2004

Convention of the Rights of the child, UNICEF 1989

Data Protection Act 1998

Every Child Matters- Change for Children 2004

Freedom for Information Act 2000

Equality Act 2010

Human Rights Act 2000