



## Admissions Procedure

### **Statement of Intent**

It is our intention to make our setting 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 setting and the setting inside Children's Centre through open, fair, and clearly communicated procedures.

### **Methods**

To achieve this aim, we operate the following admissions policy.

We ensure that information about our setting is accessible, in written and spoken form, and in more than one language if appropriate.

We arrange our waiting list on a first come first served basis, in addition to this we may also consider 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 carers, including child minders.

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 in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.

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 needs.

We ask parents and carers registering with the nursery to complete a Children's Centre Registration form in addition to the nursery documentation. This ensures that families are kept up to date with information regarding their local Children's Centre and its activities.

**History Log:**

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	Reviewed in line with Ofsted Regulations No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	No changers to content.
5	01/11/2020	No changes to content.
6	01/08/2021	No changes to content.

This policy has been approved and authorized by:

Author	Approved By	Authorized By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	6	01/08/2021

This document has been electronically approved; hence it contains no signature(s).