

# Admissions Policy



## 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.

## 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, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list in first-come, first-served order. In addition, our policy may take into account:
  - the age of the child;
  - the length of time on the waiting list;
  - whether any siblings already attend the setting; and
  - the capacity of the setting to meet the individual needs of the child.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We are flexible about attendance patterns (with a minimum of two sessions per week) 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 ask all prospective parents to visit the setting before applying for a place.

- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

**Signature:**

Handwritten signature in Chinese characters, appearing to be '陈任' (Chen Ren).

**Date: 01/07/2019**

**Date to be reviewed: 01/07/2020**