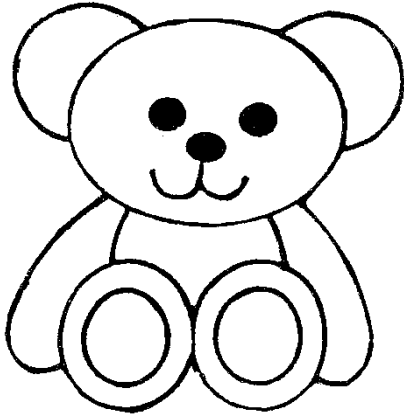




Great Bardfield Pre-School.

Braintree Road, Great Bardfield,

Braintree, Essex

CM7 4RN

01371 811580

Admissions:

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, 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 as required, as well as making enquiries to access 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;
 - siblings already attending the setting.
 - When we have a long waiting list, children who are eligible to begin pre-school at 2yrs of age may be deferred until the start of the new term - particularly if they are 2yrs in the second half of the term e.g. April, May and June will start in September and October, November and December start in January. This ensures we have as many active places as we can, and minimal 'Vacant' spaces being held open for children to fill them.

- Requests for extra sessions will be assessed according to the age of the child and the number of sessions they already have. As a guide, we shall use the following yardstick to apportion extra sessions fairly:

Children aged 2 - 3 years	1 - 2 Sessions per week
Children aged 3 - 3.6 years	3 Sessions per week
Children aged 3.6 - 4.6 years	4 Sessions per week

We reserve the right to offer place as the Leading Practitioner considers necessary.

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 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.

When your child has been allocated a place and the days have been agreed with a starting date, parents are required to sign a form to state that their child will attend these days. If the child does not require their place or you wish to defer the starting date, four weeks' notice will be required, or a charge may be made.

Due to the current Covid19 pandemic some of these procedures outlined in this policy maybe changed on a daily basis to work in line with the government guidelines.

This policy was adopted in the meeting of Great Bardfield pre-school

Held on

Chairperson signature.....

Date.....

Due to be reviewed in