



ADMISSIONS POLICY

SMARTIES PRE SCHOOL & OUT OF SCHOOL CLUB

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 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 offer funded places at the setting under the guidance of the local authority and any local conditions in place at the time.
- 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 monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place (at the same time complying with GDPR May 2018).
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- 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 or their learning and development and provides stability for all the children. Parents in receipt of funding, should refer to their obligations regarding usage of the hours claimed for and attendance.
- Failure to comply our terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted on:

13th June 2022

Date to be reviewed:

13th June 2025

Name of signatory:

Victoria Hutter

Role of signatory:

Chairman of the Committee

Signed:

13.06.22