

ADMISSIONS POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

Please also see

- Safeguarding Children Policy
- Role of the Key-Person and Settling-In Policy
- Equality and Diversity Policy
- General Data Protection Regulations 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

In order to achieve this aim, we operate the following 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 siblings already attending the setting.

- We describe our setting and its practices in terms that make it clear that it welcomes both, 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, 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 Equality and Diversity Policy widely known.
- 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.

This policy and its procedures were adopted at a meeting between Mrs Terina Wilkinson and Mrs Sara Ward on 26th November 2019 and will be reviewed annually or sooner if necessary.

Signed by

Mrs Terina Wilkinson
Room 1 Manager

And

Mrs Sara Ward
Room 2 Manager