



ADMISSIONS POLICY

St George's Pre-School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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| Staff Responsible: | Pre-School Manager |
| Date of Review: | September 2018 |
| Date of Next Review: | September 2019 |

VERSION CONTROL

| Date | Change |
|----------------|--------------------------------------|
| September 2018 | Unchanged policy moved to new format |
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The principles underpinning this policy are:

- 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.

The aims of this policy are:

- To ensure leaders follow the correct admissions procedures when parents apply for their child's place
- To ensure the most vulnerable children are admitted within the pre-school and receive an excellent early year's education.
- To ensure there is no discrimination during the admissions procedure.

Current practice ensures:

- The existence of our setting is widely advertised in places accessible to all sections of the community.
- 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.
- Our waiting list is arranged in birth order. In addition, our policy may take into account:
 - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two-year-old children;
 - the length of time on the waiting list;
 - the vicinity of the home to the setting;
 - whether any siblings already attend the setting; and
 - the capacity of the setting to meet the individual needs of the child.
- Funded places are offered in accordance with the Code of Practice for the London Borough of Bromley and any local conditions in place at the time.
- Two places are kept 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.
- We leave two spaces open each session for LAC.
- We share and widely promote our Diversity, Inclusion and 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 that provides stability for all the children.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

We will be successful when:

- Leaders consistently follow the correct admissions procedures when parents apply for their child's place
- The most vulnerable children are admitted within the pre-school and receive an excellent early years education.
- There is no discrimination of any sort when children are admitted to the setting.

Links to other policies

- Safeguarding policy
- Confidentiality policy
- Children Looked After policy
- Working in Partnership with Parents policy