

# **Administration**

## **Admissions Policy (revised June 2025)**

### **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**

- Children are able to commence with us from 2 years old providing it's a maximum of 2 years ahead of commencing school.
- In special circumstances-consideration will be given at the discretion of the Pre School Leader and Deputy Leader for a child to attend longer than the 2 years.
- We maintain a waiting list system and a child's name can be registered on this at any age.
- In the event of almost full capacity- places will be allocated considering this order:
  1. Looked after children
  2. Children with additional needs or who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why preschool is the only preschool to meet the child's needs and why no other preschool could provide the appropriate support for the child.
  3. Siblings of children living at the same address, who are at present on roll at the preschool, and will still be attending here at the time of admission

4. Children living in Addingham

5. All other children.

- We ensure that the existence of our setting is 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 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, additional needs, disabilities, social background, religion, and ethnicity.
- 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 in the local community.
- We make our Equal Opportunities Policy known.

This policy was adopted at a committee meeting for Addingham Pre School	Date
Signed on behalf of the committee	
Role of person signing	