

## **2. Admissions Policy**

### **Statement of intent**

It is our intention to make Welford Pre-school and extended services accessible to children and families from all sections of the local community.

### **Aim**

We aim to ensure that all sections of our community have access to Welford Pre-school and extended services through open, fair and clearly communicated procedures.

### **Methods**

In order to achieve this aim, we operate the following admissions policy:

- We ensure that the existence of Welford Pre-school and extended services is widely advertised in places accessible to all sections of the community;
- We ensure that information about Welford Pre-school and extended services is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will provide information in Braille, or through signing or an interpreter;
- We arrange our waiting list in birth order.
- Priority for places will be given to those who have:
  - Siblings already attending Welford Pre-school and extended services
  - Siblings attending Welford, Sibbertoft and Sulby Endowed School
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission, for example, a Looked after child.
- We always try to offer the sessions requested. However, if a session is full on the day(s) a child wishes to attend, they will be offered an alternative day(s) where possible.
- If a child has reached the suitable age but parents/carers decline to take the place when it becomes available, we will offer it to the next eligible child.
- We describe Welford Pre-school and extended services 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 Welford Pre-school and extended services 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 Welford Pre-school and extended services and its practices in terms of how it enables children and/or parents/carers with disabilities to take part in the life of Welford Pre-school and extended services.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity in the area.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of Welford Pre-school and extended services to ensure we accommodate a broad range of family needs.

- We are flexible about attendance patterns to accommodate the needs of individual children and families.

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| Date reviewed                                                      | <b>10/10/2025</b>                                                                 |
| This policy was adopted at a meeting of Welford Pre-school held on | <b>23/10/2025</b>                                                                 |
| Signed on behalf of the Committee                                  |  |
| Role of signatory                                                  | <b>Chair</b>                                                                      |