

2. Admissions Policy

Statement of intent

It is our intention to make Welford Pre-school 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 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 is widely advertised in places accessible to all sections of the community;
- We ensure that information about Welford Pre-school 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.
- In addition, our policy may take into account the vicinity of the home to Welford Pre-school; and
- Priority for places will be given to:
 - Looked After children
 - Children already attending Welford Pre-school
 - Children attending Welford, Sibbertoft and Sulby Endowed School
 - Eligible siblings of the above
 - Children from the villages of Welford, Sibbertoft and Sulby
 - Any other children
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission;
- 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;
- 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 equal opportunities policy widely known;
- We consult with families about the opening times of Welford Pre-school 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 | 17/06/2021 |
| This policy was adopted at a meeting of Welford Pre-school held on | 08/07/2021 |
| Signed on behalf of the Committee | <i>E Worrell</i> |
| Role of signatory | Chair |