

Admissions policy

Statement of intent

It is our intention to make the setting 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 the nursery 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 the setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about the setting is accessible - in written and spoken form - and, where appropriate, in different languages.
- Where necessary, we will try to provide information in Braille, or through signing, an interpreter or through the local authority.
- We arrange our waiting list in birth order. In addition our policy may take into account the following: - the vicinity of the home to the nursery and siblings already attending the nursery.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe the setting and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers.
- The setting and all its practices treats all individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English with equality, respect and fairness.
- The setting and its practices ensure children with disabilities are able to take part in the life of the nursery and are included in all aspects.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- The setting is an equal opportunities employer.
- We consult with families about the opening times of the nursery to avoid excluding anyone, including sending out parental questionnaires and parent consultations.
- We endeavour to be flexible about attendance patterns to accommodate the needs ideal children and families.
- We never discriminate against any child or family on the grounds of sex, race, home background, religion/faith, nationality, ethnic origin or disability.

- We offer home visits to all age children before they start nursery to help the children settle into nursery more smoothly.

This policy was adopted at a meeting between John Chilton and Caroline Paternotte-Chilton held on: September 30th 2017

To be reviewed in the next 12 months.