



# Admissions policy

This policy was adopted by the Kingswood Pre-School Group on 14/11/2019

Policy review date: 14/11/2022

Signed:----- Date:-----

(Charlotte Mutton– Chairperson of Kingswood Pre-School Group)

## **Safeguarding and welfare requirement**

- Information and records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## **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**

- We ensure that the existence of our setting is widely 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 keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting 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 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, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- 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 make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need'.
- 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.
- We require that all new parents or main carers read and agree to our parent partnership agreement to maintain transparency of the expectations of parents and staff while children attend the setting.
- We offer a limited number of 2 year old spaces at our setting and will put unsuccessful children on a waiting list, based on a first come first served basis. We do endeavour to place as many children as possible but do not operate by a sibling rule.
- Children who are highlighted as vulnerable or those entitled to Free for Two funding will take priority and will fill any available spaces should there be any.

They will be added to the top of the waiting list should we not be able to accommodate them immediately.

- We require a child to attend a minimum of two sessions per week.
- Should a child wish to leave Kingswood Preschool Group we would require half a terms notice of this and pre-payment of the sessions would not be refunded whether the child continues to attend for the full half a term or not. This maybe wavered at the Manager or Chairpersons discretion should a child fail to settle once lengthy stay and play sessions have been provided or due to mitigating family circumstances making attending Kingswood Preschool difficult for the family or child.