2. Admissions Policy

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 advertised in places accessible to all sections of the community.
* We ensure that information about our setting is accessible and provided in written and spoken form.
* We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will endeavour to provide information in Braille, or through British Sign Language.
* We arrange our waiting list in birth years and date of enquiry order. In addition, our policy may take into account the following:
* siblings already attending the setting
* the vicinity of the home to the setting
* hours/days required
* We aim to 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 how our practices treat 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 how our practices enable children and/or parents with disabilities to take part in the life of the setting.
* We make our ‘Equality Promotion and Valuation of Diversity Policy’ widely known.
* We are flexible about attendance patterns to accommodate the needs of individual children and families.
* In the interests of the attending child, no child may be registered for fewer than two sessions per week.
* A month’s notice during term time in writing (or a month’s fees in lieu of notice) is required to remove a child from Parley Community Pre-School.
* All decisions are at the discretion of the Committee and Pre-school Managers