

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Administration

4.1 Admissions

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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

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
- Application forms are available either by calling into the Pre-school to collect one or via email.
- All children need to fill in a application form before starting at the setting and it is advisable that this is done at least 1 year before starting.
- We arrange our waiting list on a first come first served basis. In addition our policy may take into account the following:
 - Siblings of children who have already attended the setting.
 - Multiple births.
- 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 additional needs and 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 SEND to take part in the life of the setting.
- We monitor the ethnic background of children joining the group to ensure that our intake is representative of social diversity. We also try to ensure the cultural mix of the staff is reflective of our cohort.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families but children are to attend a minimum of two sessions each week.
- On occasions we may be able to accommodate adhoc or temporary changes/increases to hours, but this may not always be possible and is down to the managers discretion. Additional hours are payable either in advance or on the day.
- Permanent changes to hours, be it an increase, reduction or change must be notified in writing to the manager with at least half a terms notice (or 6 weeks).

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (T834)