

## Admissions

### Policy statement

It is our aim to ensure our nursery is accessible to children and families from all of the local and further community. Our intention is to ensure that we are available to the community having access to our nursery through open, fair and clearly communicated procedures which are in place.

### Procedures

- We ensure that the existence of our setting is widely advertised in places ensuring accessibility to all those who would like to access us.
- We ensure that information about Silverdawn is accessible, using plain and simple text, in written and spoken form and providing in different formats on request.
- We arrange our waiting list in birth order. In addition to our policy we may take into account;
  - The age of the child; with priority given to children who are eligible to the free entitlement
  - The length of time on the waiting list
  - The vicinity of the home to the setting
  - Whether siblings already attend the setting
  - The capacity of the setting to meet the individual needs of the child
- We offer funded places in accordance to the Code of Practice for Lancashire County Council and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our nursery and its practices are welcoming and make it clear that parents, carers and other relations are all welcome.
- Our nursery and its practices operate in a way that encourages positive regard for and understanding of difference and ability- whether gender, family, structure, class, background, religion, ethnicity or competence in spoken English; and support is available.
- We offer support to the children and/or parents with disabilities to take full part in all activities within the setting.
- We monitor the needs and background of the children joining the nursery on the registration form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs; allowing support for childcare purposes.

- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern and continuity in the setting that provides stability for all children. This is available on request and confirmation may be given from the Nursery Manager.
- Failure to comply with the terms and conditions may ultimately result in the provision of the place being withdrawn.

This policy was adopted by \_\_\_\_\_ *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_