

# EMMANUEL CHURCH NURSERY SCHOOL

## ADMISSIONS POLICY

### Statement of intent

It is our intention to make our pre-school 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 pre-school 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 pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible - in written and spoken form - and where appropriate, in different languages. Where necessary we will try to provide information through signing or an interpreter.
- Our policies and procedures are available in written format on our Parents information table, with significant policies available on our website also.
- We ask parents to acknowledge that they have read the policies on our website when completing registration paperwork. Our registration paperwork includes all necessary information that helps us give high quality care to each child on our register. This includes dietary and any other specific requirements.
- Every child is allocated a name key person and this person spends time with the child and carer during our settling-in process.
- We arrange our waiting list in birth order. In addition our policy may take account of the following:
  - i. The vicinity of the home to the pre-school
  - ii. Siblings already attending the pre-school
- We are a welcoming pre-school and are available to all involved in a child's care including both parents, other relations and carers, including childminders.
- We treat all who access our setting equally regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We seek to ensure that all children, including those with disabilities are able to take part in the life of the preschool.

- We monitor the gender and ethnic background of children joining the group to ensure no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.
- Written permission is always obtained before an outing, Forest School has a separate consent form.
- We ask parents to inform us of any planned absence in advance to aid in our planning, and any unexpected absence particularly if this is due to illness as soon as is practically possible.