



Registered Charity No. 1150381

Admissions

Policy Statement

It is our intention to ensure that Greenhead Pre-school and Rainbow Nursery is accessible to all children and families in the local community through open, fair and clearly communicated procedures.

Procedures

Greenhead Pre-school and Rainbow Nursery:

- is available to any child regardless of age and gender
- welcome both fathers and mothers and other relations and carers, including childminders
- treat everyone equally, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English
- as an inclusive setting, will monitor the gender and ethnic background of all admissions to make sure that no accidental discrimination takes place
- welcome all children, including those with disabilities, to take part in life within the setting and will take all reasonable measures to adapt the provision to ensure that people with disabilities can participate successfully in the services and curriculum offered by the setting
- ensure that all parents are made aware of the commitments made in this policy by displaying it in a prominent place
- advertise the setting in places that are accessible to all of the community
- ensure that all of the information is available both in written form and verbally, and if required, will be translated into different languages
- endeavour to accommodate the preferences of every child and their families

If preferred times/number of hours requested for a child cannot be fully met, or there are no available places, it will be necessary for Greenhead Pre-school and Rainbow Nursery to consider:

- the date the parent(s)/carer(s) applied for a place at the setting
- the age of the child
- whether the child has siblings in the setting or attending Greenhead C of E Primary School
- the vicinity of the child's home
- family circumstances
- any unpaid fees for a sibling who already attends, or previously attended the setting (refer to **Payment of Fees** policy)

Signed.....Managers	Date.....
Signed.....Vice chair	Date.....

Review date: **March 2017**