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.

Procedures

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 families have fair and equal access to our setting through open, fair and clearly communicated procedures. We welcome and value every child and family, regardless of their background, culture, ethnicity, religion, language, family structure, gender or ability.

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, using simple, plain English in written and spoken form and, where appropriate, provided in different community languages and other formats on request.
- We arrange our waiting list in birth order. When offering places, we may also take into account:
    - The age of the child, with priority given to children eligible for funded entitlement, including eligible two-year-olds.
    - The length of time on the waiting list.
    - Whether any siblings already attend the setting.
    - The capacity of the setting to meet the individual needs of the child.

A family's home address or proximity to the setting will not determine whether a child is offered a place. We recognise that parents and carers have the right to choose a preschool that best meets their child's needs.

- Our setting and its practices are welcoming and make it clear that mothers, fathers, other relatives and carers are all welcome.
- We promote positive attitudes towards diversity, inclusion and equality. We respect and value differences in culture, ethnicity, religion, language, gender, family structure, background and ability. We aim to ensure that every child and family feels welcomed, respected and included in our preschool community.
- We recognise and celebrate the different cultures and traditions represented within our setting. Where appropriate, we introduce children to a variety of cultural and religious festivals, celebrations, stories, music and activities in an inclusive and respectful way. We welcome information from

parents and carers about their child's cultural background, family traditions and individual needs, and aim to reflect these respectfully in our practice.

- We support children and parents or carers with disabilities and additional needs to take part fully in the life and activities of our setting. We make reasonable adjustments where appropriate to support access, participation and inclusion.
- We gather relevant information about children and their families through our Registration Form to help us understand their individual needs, backgrounds, cultures and circumstances. This information helps us provide appropriate support and promote an inclusive environment where every child and family is valued.
- We share and promote our Valuing Diversity and Promoting Equality Policy.
- Before a child is enrolled, we provide opportunities for the child and their parents or carers to visit the setting. To help us understand the child's needs and ensure that we can support them appropriately, children are required to attend a play session before starting preschool. This introductory play session is mandatory.
- Before a child is enrolled, parents or guardians are required to review, sign and agree to our Preschool Agreement and Contract. This ensures that they understand and accept the terms and conditions, policies and procedures of our setting.

Meals and snacks

- Children must bring their own lunch from home if they attend a session that includes lunchtime. This information is communicated to parents through our prospectus and other parent communications.
- Morning snacks are provided by the preschool, and **there is no charge to parents for snacks**.
- We work with parents to take account of children's dietary requirements, allergies, cultural and religious dietary needs, and other relevant individual needs. Parents should inform the preschool of any dietary requirements when completing the Registration Form and keep this information up to date.

Compliance with setting procedures

Parents and carers are expected to follow the setting's policies, procedures and agreed terms and conditions. Any concerns or difficulties will be discussed with parents or carers in the first instance. Where a serious or ongoing issue arises, the setting will consider appropriate action in accordance with its policies, contractual arrangements and applicable requirements.