



## **Admissions Policy & Procedure**

### **Statement of Intent**

It is our intention to make Brightwell 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.

### **Policy**

In order to achieve this aim, we operate the following admissions policy:

We ensure that the existence of Brightwell Pre-school is advertised in places accessible to all sections of the community, and we take active steps to involve all sections of the community in the life of the Pre-school. We advertise through the Villager Magazine, and our website.

We ensure that information about our Pre-school is accessible – in written and spoken form. Where necessary, A will try to provide information in braille, or through signing or an interpreter.

Our policy may take into account the following:

1. Children already attending Brightwell Pre-school and moving to primary school in the following academic year.
2. Children already attending Brightwell Pre-school but on the waiting list for further 'sessions'
3. Younger children already attending Brightwell Pre-school
4. Children not already attending Brightwell Pre-school but on the existing waiting list, in order of application date
5. Children who have older siblings at Brightwell Pre-school
6. Children within catchment (e.g. Brightwell families take priority over Wallingford families) and then according to application date.

We arrange our waiting list in registration order – first come first served basis.

We describe our Pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.

We describe our Pre-school and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

We describe our Pre-school and its practices in terms of how it enables children with disabilities to take part in the life of the pre-school.

We monitor (on an annual basis) the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

We make our Valuing Diversity & Promoting Equality Policy available to read.

As part of our SEF and Action Plan we consult with families about opening times and facilities offered by Brightwell Pre-school

We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all children.

### **Procedure for Admission**

Telephone/Email Enquiries: Parents are invited to visit the Pre-school. If this is not possible, a copy of the registration forms and the 'Parent Information Pack' will be emailed or posted if required.

Drop-in Enquiries: All parents and children are made welcome to the Pre-school, and are invited either to stay or come back again to visit the Pre-school if the timing is not auspicious.

Once registration forms have been completed and returned to the Pre-school they are dated, and the sessions requests are logged.

A confirmation is then sent out once the fees have been paid. A couple of weeks before a child is due to start a welcome postcard is sent.

Each new child is offered two visits to the Pre-school with no charge. New parents/carers are given the parent information pack and registration forms.

The Early Years Professional/Chair gives information at Committee Meetings of numbers of children registered and the status of the waiting list.

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1st draft: April 2004  
Last updated: May 2021

Signed on behalf of the Pre-school: