



Admissions policy

Statement of intent

It is our intention to make our setting accessible to children and families from all sections of the local community. We welcome children from 2 ½ years through to 4 years of age (pre-school).

Aim

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Methods

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

- 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, in written and spoken form.
- We aim to arrange suitable day sessions for each child to attend and encourage children to attend at least two sessions per week. However if we have a waiting list priority is given to children in their pre-school year and then by age. In addition our policy may take into account the following:
 - the vicinity of the home to the setting
 - siblings already attending the setting
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

A registration form must be completed prior to a child attending their first session at Tansor.

This policy was adopted at a meeting of

Held on

Signed on behalf of Tansor Playgroup Committee

Role of signatory

Tansor Playgroup Committee

25th June 2008

Nicola Clayton-Bailey

Chair of Playgroup Committee

This policy was reviewed and updated on
Reviewed on behalf of Tansor Playgroup Committee
Role of reviewer

19th January 2010

Faye Betts

Jt Chair of Playgroup Committee
