



Hail Weston Pre-School, The Village Hall, High Street, Hail Weston, Cambs. PE19 5JS, Tel: 01480 214574

Admissions Policy

Policy Statement

It is our intention to make Hail Weston Pre-school Activity group (HWPAG) 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 our setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our pre-school 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. Where necessary, we will try to provide information in another language, in Braille, using Makaton or through British Sign Language. We will try to provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We provide a welcome pack to parents prior to their child's start date.
- We arrange our 'Waiting List' in registration order. An Administration Fee of £23.50, which includes uniform and book bag will be charged once the place is confirmed. This is non-refundable.
- In addition our policy may take into account the following:
 - Siblings already attending or have previously attended; and
 - the vicinity of the home to the pre-school
- Where possible and it is financially viable, we keep a place vacant to accommodate an emergency admission
- We describe our setting and its practices in terms that make it clear that it welcomes mothers and fathers, other relations and other carers, including childminders.
- We describe HWPAG 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 as an additional language.
- We describe HWPAG and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of our setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- 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 our setting that provides stability for all the children.
- A welcome pack will be sent which includes information such as joining our committee & fundraising, ruck sack & lunch box contents, village partnership and key policy information.

This policy was adopted at a committee meeting of HAIL WESTON PRE-SCHOOL ACTIVITY GROUP held on January 2020

Date to be reviewed: January 2021

Signed on behalf of the Management Committee:.

Lizzie Spear

Signatory:.....

Role of signatory: Chairperson