



# Brenchley Pre-School Limited

## Admissions Policy

### Statement of intent

It is our intention to make our 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.

### Methods

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

- We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible - in written and spoken form - and, where appropriate, in different languages.
- We arrange our waiting list in a fair way based on the age of the child, new admissions will have priority over children wishing to do additional sessions to the 15 hours if over-subscribed. The Free Early Education Funding ensures that children have the facilities in the Lions (over 3s) to have up to 15 hours. Parents can also access Free For 2 funding of up to 15 hours per week for 2 year olds if they meet the criteria.
- Children already attending the pre-school have priority for new sessions over the waiting list on the following criteria:
  - Children in Nursery start with two morning sessions;
  - A third session is available if requested in the Lions Class at the age of 2  $\frac{1}{2}$  ;
  - Parental preference will be taken into consideration when allocating sessions, but ultimately the sessions offered will be those which are available
  - If it becomes necessary to change your child's session we will endeavour to do so if the desired session is available, however, if this cannot be accommodated we will put the child's name on a waiting list and advise parents accordingly.
- If financially possible, we keep a place vacant, to accommodate an emergency admission.
- 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 from English being a newly acquired additional language.
- We describe our pre-school and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the pre-school.

- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known in accordance with The Equality Act (2010)
- We consult with families about the opening times of the pre-school to avoid excluding anyone.
- To help meet initial administration costs, a registration fee is payable. Refer to the pre-school Prospectus for amount.

*This Policy was reviewed at a Committee Meeting held on Tuesday 15<sup>th</sup> November 2016*

A handwritten signature in black ink that reads "Victoria Relle". The signature is written in a cursive style.

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**Mrs Victoria Relle - Chairman of Brenchley Pre-School Limited**