



# Bowes Pre-School & Holiday Club

## 10.2 Admissions Policy

### **Safeguarding and welfare requirement: Information and records**

**Bowes Pre-school must maintain records and obtain and share information to ensure the safe and efficient management of our setting, and to help ensure the needs of all children are met.**

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**

- 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 and provided in written and spoken form. We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign language.
- Parents are welcome to put their child's name down, for them to start when they are 18 months and over.
- When offering places, we take into account the staff/child ratio.
- We accept children from the immediate area, but also from surrounding towns and villages.
- On acceptance of a place within our Pre-school, the child will be invited to attend a number of stay and play sessions with their parents/carers. The number of visits will depend upon the needs of the child and their parents/carers. There is no charge for the introductory visits.
- Parents are encouraged to be actively involved in their child's Pre-school days and will always be welcome into the Pre-school.
- Parents may discuss any queries or concerns on a daily basis.
- 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 how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the 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 Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family's needs.
- 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 the children.

This policy is fully supported by the Manager, Staff, Committee and parents/carers of Bowes Pre-School.

Signed:- ..... (Chairperson)

Print Name: ..... Date: .....

Signed:- ..... (Manager)

Print Name: ..... Date: .....

Review date: .....