



# Admissions policy

## Statement of intent

It is our intention to make our nursery 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 nursery 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 nursery is widely advertised in places accessible to all sections of the community.
- We ensure that information about our nursery is accessible. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We arrange our waiting list on a time on list basis, within each intake period. In addition our policy may take into account the following:
  - the vicinity of the home to the nursery; and
  - Siblings already attending the nursery.
- Children start with a minimum of two sessions per week unless there are medical reasons or special needs for starting with one. We may accept children on one session after the main waiting list has been satisfied.

- Children already attending the nursery have priority for new sessions on the waiting list.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our nursery and its practices in terms which make it clear that it welcomes both parents, relations and other carers, including childminders.
- We describe our nursery 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 nursery and its practices in terms of how it enables children with disabilities to take part in the life of the nursery.
- 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.
- We consult with families about the opening times of the nursery to avoid excluding anyone.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.
- We reserve the right to charge a top-up fee per session to compensate for the difference between our fees and that received for grant funding, and to charge fees for any sessions not paid by grant funding. Charges will be billed to parents before the start of each half term.

This policy was adopted at a meeting of Little Tewkes Nursery held on 5<sup>th</sup> February 2007 .