



Admissions Policy

It is our intention to make Over Puddleducks Pre-school 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 will ensure that Puddleducks is widely advertised in places accessible to all sections of the community, this includes placing articles each month in the Over News, posters around the village, taking part in community activities and open evenings for existing and new parents.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- Over Puddleducks' will arrange our waiting list in birth order, parents/carers will be contacted the half term before a child will start to arrange session times/days.
- We will keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We will describe the pre-school and its practices in terms which make it clear that it welcomes fathers, mothers, other relations and carers, including child-minders.
- We describe our setting and its 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 language.
- We will monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We will describe how our practices enable children and/or parents with disabilities to take part in the life of Over Puddleducks.
- We will make our Valuing diversity and promoting Equality policy widely known
- The term times of Puddleducks are determined by Over County Primary School for convenience for families with children who also attend school. We will consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- We will be 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.
- We will continue to consult local parents to ensure that the Preschool goes on meeting the changing needs of the local community.

This policy was adopted at a meeting of Over Puddleducks Pre-school held on

..... June 2017

Signed on behalf Over Puddleducks Pre-school

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