



10.2 Admissions

Policy statement

Our Pre-School believes that affordable and local child care should be accessible to children and families from all sections of the local community. We aim to ensure that all have access to Pre-School through open, fair and clearly communicated procedures.

This policy is regularly reviewed and is subject to change due to financial restraints, the fluctuating nature of year-group cohort numbers and the need to keep our Preschool relevant to the changing population of the village. We aim to operate a fair and transparent admissions policy by implementing clear 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, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Our waiting list is ordered by date of birth within school year cohorts.

Oversubscription Criteria

Where the number of applications exceeds the number of available place, the following oversubscription criteria will be used to prioritise applications:

1. Children in Care or who ceased to be in Care because they were: adopted; made the subject of a residence order; or made the subject of a special guardianship order.
2. Children for whom an exceptional medical or social need is demonstrated.
3. Children who have a sibling at Ladybird Preschool or St Andrews Cof E school at the time of enrolment.
4. Children who live in the pre-school's designated area (St Andrew's catchment area)
5. Other children.

Please note: In exceptional circumstances (e.g. following advice from other agencies) places will be offered at the discretion of the staff and Preschool Committee.

- We offer funded places in accordance with the Code of Practice for Oxfordshire and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.

- our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' 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.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by	Ladybird Pre-School	<i>(name of provider)</i>
On	25.03.19	<i>(date)</i>
Date to be reviewed	25.03.20	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	Jo Souter	
Role of signatory (e.g. chair, director or owner)	Chair	

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)