

# St Oswald's Pre-school Admissions Policy

## Policy Review

This policy will be reviewed in full by the owner and deputy manager annually.

The policy was last reviewed and agreed by the owner and deputy manager on **27<sup>th</sup> March 2018**

It is due for review on **27<sup>th</sup> March 2019** (up to 12 months from the above date).

Signature ..... Date .....  
**Owner/Manager**

Signature ..... Date .....  
**Deputy Manager**

## **Statement of Intent**

It is our intention to make our setting 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 setting 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 our setting is widely advertised in places accessible to all sections of the community.

We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.

We arrange our waiting list in birth order. In addition, our policy may take into account the following:

- The vicinity of the home to the setting; and
- Siblings already attending the setting.

Priority is given to children who are already three years old and children whose third birthday falls between September and December. When those places have been allocated then places will be offered to children whose birthdays fall between January and March and then finally between April and August.

We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

We describe our setting and its practices in terms of how it treats 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 describe our setting and its practises in terms of how it enables 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 our intake is representative of social diversity.

We make our equal opportunities policy widely known.

We are reasonably flexible about attendance patterns to accommodate the needs of individual children and families.

## **Fees**

Fees are set each September and are payable a term in advance (unless previously agreed otherwise). Your child will become eligible for a free place (up to 15 hours) in the term following their third birthday. These hours may be split between two provisions on the proviso that the 15 hours are not exceeded. You will be supplied with more information nearer the time.