**10.1 Admissions**

**Policy Statement**

It is our intention to make Ladybird Forest Pre-School genuinely 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**

To accomplish this, we:

* Ensure that the existence of Ladybird Forest Pre-School is widely advertised in places accessible to all sections of the community.
* Ensure that information about our setting is in simple plain English. Where necessary we try to provide information in spoken form, Braille, or through signing or an interpreter.
* Ensure the Ladybird Forest Pre-School website is kept up-to-date and that enquiries are dealt with fairly.
* Arrange our waiting list in order of date of birth.
* Offer places taking into account:
  + No more than 43 children may attend at any one session.
  + Children are admitted the term after their second birthday dependent upon the availability of space.
  + Children may attend Ladybird Forest pre-school between two and 10 sessions per week, these sessions are three hours long.
  + Children are expected to attend a minimum of two sessions a week. Fewer than this does not give enough continuity for a child to settle adequately within the pre-school. Only in exceptional circumstances will we admit a child for only one session per week.
  + We recommend that younger children should start with two or three sessions per week but may increase this to four or five when parents and staff feel they are ready and able to benefit from more sessions, subject to availability of places.
* We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity, or competence in spoken English.
* Monitor the gender, religious and ethnic background of children attending Ladybird Forest Pre-School to ensure that no accidental discrimination is taking place. The setting has a named Equal Opportunities/Diversity Coordinator to ensure the Equal Opportunities/Diversity Policy to followed.
* Describe Ladybird Forest Pre-School and our practices in terms which make it clear that we welcome fathers, mothers, other religions, other carers (including child minders).
* We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families’ needs.
* Where appropriate, continue to consult parents and carers to ensure that Ladybird Forest Pre-School goes on meeting the changing needs of the local community.
* We will liaise fully with parents and professionals to ensure that it would be in the child’s best interests to attend the setting.
* We operate a flexible admissions procedure for the purposes of the child settling in, and where appropriate a child may attend for brief periods at first; gradually building up to a full session.
* Where possible, offer flexible 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 children.
* We will inform parents if they are eligible for grants.

**Relevant Ladybird policies**:

* 1.2 Safeguarding Children and Child Protection
* 1.8 Online Safety (incl. CCTV, Cameras, Mobile Phones and Smart Devices)
* 8.1 Health and Safety
* 9.1 Valuing diversity and promoting equality
* 10.6 Data Protection and Confidentiality

| **This policy was reviewed by** | Amanda Sanders – Pre-School Manager  Rebecca McGough – Chair |
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| **Date of review** | June 2022 |
| **Date for next review** | June 2023 |
| **Chair’s signature** |  |