



## **Administration**

### **A1 Admissions**

#### **Policy Statement**

It is our intention to make our setting 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 ensure that the existence of our setting is known and 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 British Sign Language. We will provide, where possible, translated written materials where language needs of families suggest this is required as well as access to an interpreter. We will accomplish this through consultation with the Early Years Alliance.
- We operate 5 full days (09.00 to 15.00 including half an hour for lunch) in term time.

We arrange the waiting list in the following order:

- Children of members of the church.
  - New children of siblings that have attended Little Fishes Pre-School.
  - Date of initial application, depending on age and availability.
  - Age Range: from 2 ½ years until 4 ½ years
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- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.

- 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, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We make our Equality of Opportunity policies widely known.
- 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.
- We make parents aware at enrolment that we try to meet their expectations of receiving the free entitlement offered by the council of 15 hours per week known as Universal Funding. This happens the term after they turn 3 years old at this pre-school, providing there are spaces/sessions available. We also offer Extended Funding to those who are eligible, providing there are spaces/sessions available, parents must provide a valid 30hour funding code. Parents can use the funding flexibly with another setting.

If a child is entitled to 2 year funding parents must make the setting aware at the time of enrolment.

This policy was adopted at a meeting of	Little Fishes Pre-School
Held on	<hr/> 20/9/11
Date to be reviewed	<hr/> Reviewed: 10/05/2022
	Next Review: Summer Term
	2024
Signed on behalf of the management committee	<hr/> Maggie Mann – Chair
	Tracy Parkins - Manager
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