



## **Admissions Policy and Procedures**

### **Statement of intent**

It is our intention to make The Barna-bus Pre School 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 keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes 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 monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

## Procedure

Each family making an enquiry to The Barna-Bus Pre-School will be invited to visit the Pre-School during a session. This will provide the opportunity to view the setting in operation and for both parties to discuss the needs and requirements of the child and family.

Following the visit the family will be required to complete an Application Form which will indicate the desired starting date and the sessions required. The Application Form will be dated on receipt.

A Registration Form is required to be completed which will provide more detail about the child and the family.

An original Birth Certificate will be required at the point of Registration which will be copied and returned to the family. This will verify the full name of the child and the correct date of birth. This information will be used to make application for Free for 2 and Free Entitlement Funding.

Additional documentation may be requested at this time which will support the information provided on the Registration Form and as a consequence of discussions between the Management of the setting and the family.

If the required start date of the child is significantly ahead of the application to join being made, the child's name will go on to our waiting list. It may not be possible to start the child on the date requested by the family if the session or sessions requested are already full i.e. 26 children already registered to attend the session.

Once a place becomes available for the requested session and start date, an offer will be made for the child to start at the Pre-School. Offers will be made strictly in order of Application Form receipt date.

It is not our policy to keep a place open for a child to start unless full payment for that place is received from the point of Application to the date of starting unless the start date is at the beginning of Term 1 i.e. September.

This policy was adopted at a meeting of The Barna-bus Pre School

Held on (date)

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Signed on behalf of the Management Committee

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Review Date:

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