

Little Stars Pre-school

ADMISSIONS POLICY

It is our intention to make our Pre-school accessible to children and families 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. In order to accomplish this we will: -

Our Procedure

- Have a waiting list. When an application form is completed and left with us the child's name will be pencilled in the register and then the space confirmed by a home visit appointment.
- Be part of the Early Years 2 year funding scheme, taking children from 2 years of age.
- Keep a place available, if financially viable, in order to accommodate emergency admissions.
- Describe the Pre-school and its practice in ways that are clear and welcoming to mothers, fathers, other relatives, carers and childminders from all cultures, ethnic religions and social groups with or without disability.
- Monitor gender and ethnic background of children joining the Pre-school, so that no accidental discrimination is taking place.
- Have our equal opportunities policy available for all to read.
- Make available to individual families copies of the Pre-school policies and Ofsted reports.
- Explain the procedure of Enhanced Disclosures, DBS's, taken out on all employees and students that attend Little Stars Pre-school, to all parents/carers at their home visit.

Signed on behalf of the pre-school: Jo Mengham

Role of signatory: Owner

This policy is a static policy for our website and will be reviewed and amended throughout the academic year. Copies of our up to date policies can be seen at our Pre-school.