Admissions and Attendance Policy

STATEMENT OF INTENT

It is our intention to make our pre-school accessible to children and families from all sections of the local community. We arrange our waiting list to make admissions a fair and equal process. Admissions are ultimately at the discretion of the Pre-School Trustees.

AIM

We aim to ensure that all sections of our community have access to the pre-school 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 the pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible - in written and spoken form and will endeavour to provide it through signing or through an interpreter if needed.
- We arrange our waiting list by received date and then start date. In addition our policy may take into account the following:
    - siblings already attending the pre-school.
    - If oversubscribed we would take into account children who have or have had siblings here.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission to the pre-school.
- We describe our pre-school 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 pre-school and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our pre-school and its practices in terms of how it enables children with disabilities to take part in the life of the pre-school.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.
- We expect parents and carers to notify pre-school on the morning of any absences by phone or by email to our admin assistant.

- We will follow up any absences when a child is absent from pre-school for a prolonged period of time and/or when we are not notified of the child's absence. This is in line with the Early Years Foundation Stage framework 2025 3:11 & 3:12.
- If the pre-school becomes aware of any information that is a safeguarding concern, our Safeguarding policy will be followed.

Registration Process

- We require a completed registration form.
- On receipt of the registration form and after discussion with parents, we decide on hours available in line with parent's requirements.
- A visit to pre-school is advised.

Safeguarding / Child Protection

- Where the parent/carer provides information that a child who is starting at the pre-school is currently or has previously been involved with social care then the designated safeguarding lead (DSL) will contact the agency to obtain clarification/further information.
- Parents and carers are advised on how to obtain our policies and procedures before the child's proposed start date.

Date policy adopted / reviewed November 2026

Signed on behalf of the Pre-School Trustees

Name and position of signatory Denise Smith, Chair

Policy review date **November 2027**