

**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 our setting is widely advertised in places accessible to all sections of the community.
* We will provide translated written materials where language needs of families suggest this is required. Where necessary, we will try to provide information in Braille, spoken form or through British Sign Language.
* If a child applies to the setting and a place is available on the day and session that they required, this will be allocated to them. If the required session(s) is not available, the child’s parents/carers will be offered any sessions that are available, or they can choose to go on our waiting list. We arrange our waiting list on a first come, first serve basis but take the following into consideration when offering a place:
* If the child will be transitioning to school in the following September intake
* SEN/CIN plans in place
* the vicinity of the home to the setting; and
* siblings already attending the setting.
* We describe our setting and its practices in terms that make it clear that we welcome visits from both fathers and mothers, other relations and other carers, including childminders.
* We consult with families about the opening times of the setting to ensure we accommodate a broad range of families’ needs.
* We make our Valuing Diversity and Promoting Equality Policy widely known- available on our website.
* 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.

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