



Pre-School and Nursery

# Admissions Policy

Approved by: Nick Gregory, Owner

Signed:

Date: 24<sup>th</sup> May 2023

Review Date: 24<sup>th</sup> May 2024

## Policy statement

### Intent

It is our intention to make Little Munchkins accessible to children and families from all sections of the local community.

### Aim

Little Munchkins aims to ensure that all sections of our community have access to the nursery / 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 nursery is widely advertised in places accessible to all sections of the community
- We ensure that information about our nursery is accessible in written and spoken form and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter
- We arrange our waiting list on a first come, first serve basis. Our policy may also take into account siblings already attending the nursery
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission
- We describe our nursery and its practices in terms which make it clear that it welcomes both, fathers and mothers, other relations and other carers, including childminders
- We describe our nursery and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, sexuality, background, religion, ethnicity or competence in spoken English
- We describe our nursery and its practices in terms of how it enables children with disabilities to take part in the life of the nursery
- 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 consult with families about the opening times of the nursery to avoid excluding anyone
- We are flexible about attendance patterns to accommodate the needs of individual children and families. Although our sessions are set at 8am-1pm or 1pm-6pm, parents are able drop off and collect their children at times between these hours.

### Admissions Procedure

The following procedure is adhered to when parents are applying for a child place within our nursery

- On receipt of a phone call inquiring about child's place, details are recorded in the diary and families are invited to come and to have a look at the nursery. Parents are asked to sign the visitor's book; they are introduced to staff and are shown around. At this point a welcome letter and an application form are given.
- On receipt of this form we advise parents if a place is available for their child. Nearer the start date we invite parent/s and child along for visit as per our SETTLING IN POLICY.

This policy was adopted by Little Munchkins on 24/05/2023

Signed on behalf of Little Munchkins:

Nick Gregory, Owner

Next review date: 24/05/2024