**Admissions AND WAITING LIST policy**

It is our intention to make our preschool 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 and waiting list policy.

1. We ensure that the existence of our preschool is widely advertised in places accessible to all sections of the community.
2. 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.
3. We operate our waiting list in birth order. In addition our policy may take into account the following:

* the vicinity of the home to the setting; and
* siblings already attending the setting.
* Length of time on the waiting list.
* Whether a child is attending another pre-school
* No more than 25 children may attend at any one session
* Children are admitted after their 2nd birthday, dependant on space and availability.

The Manager will advise the parent/carer of available sessions and the parent/carer will be asked to choose which combination of available sessions they would like their child to attend.  During the academic year further sessions may become available of which they will be informed.

1. We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
2. We describe our preschool and its practices in terms that make it clear that it welcomes fathers, mothers, other relations and other carers, including childminders.
3. We describe our preschool 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..
4. We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity within the catchment of the pre-school.
5. We make our equal opportunities policy widely known.
6. We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
7. We are flexible about attendance patterns to accommodate the needs of individual children and families.
8. Funding from Cambridge County Council is available for children aged 3 (the term after their 3rd birthday) and all 4 year olds before they start school. 15 hours per week during term time are funded. The 30 hours working families extended funding is also available at the setting, depending on space available we may offer a reduced number of full 30 hours places and work with families/other providers to provide part of the 30 hours to other families who qualify under the scheme, again term time only. Funded two’s are also accepted at the setting.
9. We operate a waiting list system and a child’s name can be placed on the waiting list once they are two. The waiting list is managed by the manager and the chairperson. We aim to make some provision for ‘emergency’ places but normally prioritise places to children who will be in their Pre School year and do not have any other provision.

**Adoption and annual review of the policy**

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| **This policy was adopted at a meeting of:** |  |
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| **held on:** |  |

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| **Signed on behalf of the**  **Management Committee / Proprietor:** |  |
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| **This policy was reviewed on:** |  |  |  |
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