



### Abbey Pre-school's Admissions Policy

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 the community have access to the setting through open, fair and clearly communicable procedures, and by advertising our setting in a variety of places accessible to these sections.

We arrange our waiting list in birth order. In addition our policy may take into account the following:

- children in receipt of government funding
- the vicinity of the home to the setting; and
- siblings of children who already attend the setting.

We aim to keep a place open, if this is financially viable, for an emergency admission.

We aim to welcome fathers and mothers, other relatives and carers, including childminders.

We aim to treat each child and their family fairly, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired language.

We consult with families about opening times of the setting and are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not interrupt the pattern of continuity in the setting that provides stability for all the children.

We make our equal opportunities policy widely known.

A child's place will be funded by the government up to a maximum of 15 hours per week or 30 hours per week for working parents, from September 1<sup>st</sup>, January 1<sup>st</sup> or April 1<sup>st</sup> whichever comes first after their 3rd birthday. Any excess hours that you may wish your child to attend above the first 15 will be charged by us at the hourly rate. Two year olds may also be entitled to a free early education place, subject to eligibility.

Signed..... (Manager)      Dated.....

Signed..... (Chairperson)      Dated.....

Date of next review.....