

# MANOR ROAD PRE-SCHOOL

## Admissions 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.

### **Aim**

We aim to ensure that all areas of our community have access to the pre-school through open, fair and clearly communicated procedures.

### **Methods**

In order to achieve this, we operate the following admissions policy:

- We ensure that information about our pre-school is accessible in written and spoken form. Where possible and if appropriate we will do our best to ensure that parents/carers, whereby English is their second language, fully understand this information.
- We describe our pre-school and its practices in terms that make clear it welcomes mothers, fathers, other relations and other carers including child-minders.
- We describe our pre-school and its practices in terms of how it treats individuals regardless of their gender, special educational needs, religion, disabilities, ethnicity or competence in spoken English. We will use translation software to make our literature accessible to all where-ever possible.
- 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.

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### Pre-School Admissions

We admit children in the September or January after their second birthday. This depends on places available and their position on our waiting list. Our waiting list is on a 'time on list' basis.

When children are sent out their letter offering places, they are then invited along with their parent/carer to come in to pre-school for a trial visit and experience the routine of the session.

More sessions will be offered as and when they become available and you will have the opportunity to put your child's name on a waiting list for extra sessions.

Children will receive government funding the term after their third birthday (not the term they turn 3) and are able to have up to 5 sessions if they are available. FF2 Funding may be available to some 2 year olds depending on individual circumstances.

We are also registered for 30 hour funding if you need more advice on any funding please ask.

This policy was adopted at a meeting of Manor Road Pre-School

.....October  
2017.....

Signed on behalf of Manor Road Pre-School

.....Chris Millins  
Manager.....