



Admissions

Policy statement

It is Home from Home Childcarers intention to make our setting accessible to all 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 the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list by age appropriate room, spaces are allocated on a first come first serve basis (dependent on if the space is still required). In addition, our policy considers:
 - the age of the child
 - the length of time on the waiting list
 - whether any siblings already attend the setting
 - the capacity of the setting to meet the individual needs of the child
- We offer 15 and 30 hours funded places for 2, 3 and 4 year olds.
- We keep a place vacant, where possible, to accommodate an emergency admission.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Inclusion and Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.

- 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.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

	<u>Date:</u>	<u>By Whom?</u>	<u>Comments</u>
Created	27 th September 2019	Zoe Shaw	Replaced old Admissions Policy
Reviewed	4 th February 2020	Linda Reynolds + SMT	
Next Review	February 2021		