

SECTION 4

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Organisation

Admissions

Policy Statement

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

We aim to ensure that all sections of our community have access to the Pre School through open, fair and clearly communicated procedures.

EYFS key themes and commitments

1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment	
		3.4 The wider environment	

Procedures

- We ensure that the existence of our Pre School is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Pre School 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 British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We arrange our waiting list in date of application. In addition our policy may take into account the following:
 - Date of birth, which will be required on application form when applying.
 - New children who will still have siblings at Pre School at time of joining.

- The vicinity of the home to the setting: we will endeavour to maintain a capacity of 90% of children from within the boundary of Kings Hill Parish Council, notwithstanding the requirement of the County Council to offer vacant places to children of funding age.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our Pre School and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our Pre School 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.
- We describe our Pre School and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the Pre School to ensure we accommodate a broad range of family need.
- 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 Pre School that provides stability for all the children. And that they are within the terms and conditions of the County Councils delegated conditions for accepting nursery funding.
- We require children to be in attendance for a minimum of two sessions per week, up to a maximum of five sessions per week.
- Children under the age of three years will not be offered full day sessions. Once the child has turned three, if the Pre School is able to offer full day sessions, they will be issued accordingly.

This policy was adopted at a meeting of Kings Hill Pre School name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management
committee

Name of signatory _____

Role of signatory _____

Other useful Pre-school Learning Alliance publications:

- Seasonal Hello Posters