Early Years Foundation Stage

**Admission Policy**

This policy will guide children and their parents through the admission process to the

Provision chosen by their parents, in line with the policy on Equality of Opportunity.

Name and Address of Provision: Belton Preschool, 21 Church Street, Belton in Rutland

Ofsted Registration Number: 254360

Charity Registration Number: 700615

Insurance Number: RTT209838

Opening Times: Monday – Thursday 09.00 – 15.00, Friday 09.00 – 13.00 Term Time Only

Children may attend between the ages of: 2 year 6 months to 5 years

We will:

* Welcome children and families to the Provision and describe the Pre-school in terms that make it clear that it welcomes both mothers and fathers, other relations and carers, including child minders, peoples from all cultural, ethnic, religious and social groups, with and without disabilities or special needs.
* All relevant documentation will be in place prior to admission.
* To offer a home visit before the child starts at the setting.
* Seek parental permission for any necessary medical emergency, or treatment.
* Value children as unique individuals and ensure we provide inclusive practice. Make our equal opportunities policy widely known.
* Offer places at the Provision in line with any Local Authority admissions process or waiting lists.
* Be happy to answer any questions regarding admission to the Provision and ensure that the existence of the pre-school is widely known and any advertising is written in more than one language if appropriate.
* Provide children and families with literature about the Provision and deal with queries regarding admissions to the Provision fairly. Be flexible about attendance patterns so as to accommodate the needs of individual children and families.
* Consult with families about the opening times of the pre-school to ensure to avoid excluding anyone.
* Monitor the gender and ethnic background of the children joining the group to ensure that no accidental discrimination is taking place.
* Continue to consult the local parents to ensure that the group goes on meeting the changing needs of the local community.

A child’s admission to the setting maybe delayed to ensure appropriate training and resources are in place to support individual needs.

Date Approved: … …………………………………………………………………………

Review Date: ………………………… Signed: ……………………………………………