

Sticky Fingers Pre-School

1 - 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 sections of our community have access to the pre-school through open, fair and clearly communicated procedures.

Methods

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

1. We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
2. We ensure that information about our pre-school is accessible, in written and spoken form.
 - Parents are given a parent pack.
 - Parents with their child (ren) are invited into the pre-school during a 'taster' session and there is the option of a home visit to aid the transition from home to setting.
 - Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
 - We have a "Welcome to Somerset" USB stick which has information translated into different languages which we can pass onto families.
3. We arrange our waiting list on a first-come, first-served basis. In addition, our policy may take into account the following:
 - The vicinity of the home to the pre-school
 - Siblings already attending the pre-school

(Please note that registration at Sticky Fingers does not automatically guarantee a place at Abbas and Templecombe Primary School)

4. We describe our pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers including childminders.
5. We describe our pre-school and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
6. 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, wherever possible.

7. We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place. If any racial discrimination takes place, this will be recorded by our Equalities Co-ordinator (ENCO – Maria Rixon) on a racial incident record and this will be sent to the Inclusion Officer within the Early Years team at County Hall, where this will be monitored.
8. We make our equality and diversity policy widely known.
9. We consult with families about the opening times of our pre-school to avoid excluding anyone.
10. We are flexible about attendance patterns to accommodate the needs of individual children and families.
11. Following receipt of the completed enrolment form and relevant consents, the supervisor will confirm in writing the child's start date via a confirmation letter, which details the confirmed start date and sessions booked in. Furthermore it will detail what documentation is required to be brought /provided on the first day (if not yet returned) and offering a home visit or bringing the child in again before their start date (which we are happy to arrange) to support the settling in procedure. Alongside this confirmation letter we add the key person letter, detailing who will be their child's key person and their role, plus the Nursery Education Funding leaflet for their information and safekeeping and a full set of the pre-school policies. It is also made known that the full set of pre-school policies can be accessed on our website (www.stickyfingerspre-school.co.uk under the heading 'policies').

This policy was adopted at a meeting of Sticky Fingers Pre-School Committee

Held on: 3rd October 2017

Signed on behalf of the Pre-School:

Chairperson: Zoe Stewart

Secretary: Cath Temple