

## 10.2 Admissions

### Policy statement

It is our intention, here at The Learning Meadow, to make our setting 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 setting through open, fair and clearly communicated procedures and always have the child's best interest at heart.

### 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 in birth order. In addition, our policy may take into account:
  - the age of the child, with priority given to children who are eligible for the funded entitlement – including eligible two year old children;
  - the length of time on the waiting list; and
  - the capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with the Code of Practice for Wiltshire Council and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, 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 Equality Policy.
- We are flexible to accommodate the children's vital appointments and meetings however, our sessions times here at The Learning Meadow are carefully planned to ensure the whole outdoor experience,

including the activities and caring for the animals as well as gaining valuable sociable and emotional support is shared with all the children.

- We try to be flexible here at The Learning Meadow about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of stability and continuity in the setting, it results in the child missing out on valuable experiences, and that it is financially viable for the setting.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by	The Learning Meadow	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	

#### **Other useful Pre-school Learning Alliance publications**

- Seasonal Hello Posters (2006)