



## 4.01 Admissions

### Policy statement

It is our intention 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.

### Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We will attempt to provide information about our setting so it is accessible to all. If information is required in a language other than English we will attempt to provide a written copy in the other language.
- Our waiting list is run on a first come first served basis and we do not discriminate against any child or family.
- In addition, our policy may take into account: whether any siblings already attend the setting; and the capacity of the setting to meet the individual needs of the child.
- 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 share our Valuing Diversity and Promoting Equality Policy.
- 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.
- We offer funded places in accordance with the Code of Practice for West Sussex and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

**This policy was adopted at a meeting of Brighton Road Baptist Church Playschool Trustees.**

On 20/06/2019 (date)

Signed on behalf of the provider

Name of signatory Clair England

Role of signatory (e.g. chair) Chair of Trustees