

4.4 ADMISSIONS POLICY

1.0 POLICY STATEMENT

It is our intention to make Rainbow Preschool genuinely accessible to children and families from all sections of the local community. We aim to achieve this in a number of ways set out in this policy.

• **PROCEDURE (If appropriate)**

In order to make Rainbow Pre School genuinely accessible to children and families from all sections of the local community, we will;

- Ensure that the existence of Rainbow Preschool is widely known in all local communities. In order to fill vacancies we will advertise Rainbow Preschool in places where all sections of the community can see them, in more than one language if appropriate.
- Describe Rainbow Preschool and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and carers, including child minders, and people from all cultural, ethnic, religious and social groups, with and without disabilities. The administration of the waiting list is designed to minimize discrimination, along with all our policies; the Equal Opportunities policy is widely available.
- Consult with families about the opening times of Rainbow Preschool to avoid excluding anyone.
- All children have the right of access to a broad and balanced range of activities. For inclusion please see Special Educational Needs and Equal Opportunities Policies.
- Arrange our waiting list using the following system:
 - Children that are not in their Pre-school year and attending at the end of the school year will be offered a place first for the following year. Sessions will be available on a first come, first served basis.
 - Any remaining available places either at the start of the school year or throughout the school year, will then be offered to children of an appropriate age, in waiting list order.
 - Children on the waiting list who are offered a place either at the start of the school year or at a later date but decline will retain their rightful place on the waiting list. The place will then be offered to the next age appropriate child on the waiting list.
 - Children with a special need, of the appropriate age for vacancy, may get priority above children who have been on the waiting list longer.
 - Children with additional needs supported by an Early Years professional may be offered a place ahead of other children on the list.
 - At least two spaces will be kept aside for January intake. The sessions that these include will vary each year due to demand in the September intake.
 - The preschool will make up to three attempts to offer eligible children on the waiting list a place at the setting. After which we will assume it is no longer

required and inform the parent/carer that unless they inform us within one month from us contacting them that they'd like to stay on the waiting list they will be removed. The place will then be offered to the next age appropriate child on the waiting list. We therefore ask anyone on the waiting list to inform the setting of any changes to your contact details.

An admission form (found in the welcome pack) must be filled in fully and returned before the child's commencement date.

If you have any queries regarding the above policy please contact Rainbow on 01353 667283.

This policy was adopted at a meeting of	Rainbow Pre School	name of setting
Held on	16 th July 2018	
Date to be reviewed	During 2020/21	
Signed on behalf of the management committee		
Name of signatories	Lisa Brown & Lucy Daybell	
Role of signatories (e.g. chair/owner)	Co Chairs	