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**4.2 Admissions**

**Policy statement**

It is our intention to make our settings 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 settings through open, fair and clearly communicated procedures.

**Procedures**

* We ensure that the existence of our settings are widely advertised in places accessible to all sections of the community.
* We ensure that information about our settings is accessible, using simple plain English, in written and spoken form and, where appropriate, could be provided in different community languages and in other formats on request.
* We arrange our waiting list on a first come first served basis. In addition, our policy may take into account:
* the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two year old children and looked after children;
* whether any siblings already attend the settings; 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 … 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 settings and their practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
* Our settings and their 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 settings.
* We monitor the needs and background of children joining our settings 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 consult with families about the opening times of our settings to ensure that we accommodate a broad range of families' needs.
* 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 settings that provides stability for all the children.
* Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

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

* Seasonal Hello Posters (2006)