

NURSERY POLICIES

Policy Name:	
Admissions Policy	

Rationale:

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Policy Date:	01 May 2022
Author(s):	Little Nick Nursery and Preschool
Policy Review Date:	01 March 2023
Review Regularity:	Annually

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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 ensure that information about our setting is accessible and provided in written and spoken form.
- In order to join the waiting list a fully completed application form must be completed and submitted to Little Nick Nursery and Preschool including a contact telephone number and email address where we can leave a message if the parent/carer is unavailable.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe how our practices treat each child and their family, having regard to their needs
 arising from their gender, special educational needs, disabilities, social background, religion
 and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.



 We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.

Other useful Pre-school Learning Alliance publications

Seasonal Hello Posters (2006)