

## **St Margaret's Nursery and After School Club – Admissions policy**

### **Statement of intent**

It is our intention to make our setting accessible to children and families from all sections of the local community.

### **Aim**

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

### **Methods**

In order to achieve this aim, we operate the following admissions policy.

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, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.

We arrange our waiting list in birth order. In addition our policy may take into account the following:

the vicinity of the home to the setting;  
and siblings already attending the setting.

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 our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.

We describe our setting and its practices in terms of how it enables 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 equal opportunities policy widely known.

We are flexible about attendance patterns to accommodate the needs of individual children and families.

### **Breakfast and After School Club**

The Breakfast and After School Club are available to all children who attend the adjoining primary school and the nursery setting.

On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of registration.

This policy was adopted at a meeting of  
Held on (date)

Signed on behalf of the Management  
Committee/Proprietor

Role of signatory (e.g. chairperson etc.)