



## **Admissions Policy**

### **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 known, 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. We will provide translated materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- We arrange our waiting list on a first come first served basis. In addition, our policy may take into account the following:
  - The vicinity of the home to the setting
  - Siblings already attending the setting
  - Additional needs
- 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.



Lilliput Pre-School  
Iver - Hillingdon - Uxbridge  
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- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about opening times of the setting to ensure 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 setting that provides stability for all the children.
- At the appropriate time teachers/staff from future schools/new setting are welcome to visit Lilliput Pre-school. Senior staff may discuss your child's progress with them to help with this transition.
- Whilst we appreciate that there are times when parents are unavoidably late, we reserve the right to fine parents who are repeatedly late collecting up their child. This fine will be £10.00 on each occasion.