

Administration

4.1 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We will endeavour to make information about our setting readily accessible. We will seek to provide translated written materials where language needs of families suggest this is required as well as looking to access an interpreter.
- In order to achieve the fairest possible procedure for admissions to the Nursery, the following priority list will be considered when places are limited:
 - Looked after children.
 - Children who have additional needs.

- Residence in the catchment core areas of Mickleham, Westhumble, Boxhill, Headley, Leatherhead, Dorking and primarily proximity to the Nursery.
 - Siblings already attending St Michael's Community Nursery or St Michael's C of E First School.
 - Date of application.
 - Any other relevant circumstances.
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- We describe our setting and its practices in terms that make it clear that it welcomes 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 an additional language.
 - We make our Equal Opportunities Policy known.
- 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.

<u>Adopted by:</u>	<u>Signature:</u>	<u>Date:</u>	<u>Position:</u>
<i>Hilary Budd</i>		<i>21/08/12</i>	<i>Manager</i>
<i>Policy Review Date: January 2017</i>			