

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 advertised in places accessible to all sections of the community.
Findmyschool.co.uk / Yell.com / Netmums website / Appointment cards at Almondbury Doctors Surgery / Mumbles Magazine and own website mulberry-bush.co.uk.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter where available.
- Children may commence attendance at any time during the year if a vacancy is available and the child is of the required age. Parents with children under 2 years of age can put their names on a waiting list until they reach their second birthday and a start date is agreed. In addition, our policy may take into account the following:
 - First come, first served basis.
 - siblings already attending the setting.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

- We consult with families about the 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.

This policy was adopted at a meeting of	The Mulberry Bush Pre School and Lunch Club	<i>(name of provider)</i>
Held on	10/4/13	<i>(date)</i>
Date to be reviewed	10/4/14	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)