

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Administration

4.1 Admissions

Policy Statement

It is our intention to make our pre school 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 pre school through open, fair and clearly communicated procedures.

EYF5 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 pre school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre school 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 British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to 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 pre school; and
 - siblings already attending the pre school.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our pre school 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 pre school 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 pre school and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the pre school.
- 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 consult with families about the opening times of the pre school to ensure we accommodate a broad range of family need.
- 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 pre school that provides stability for all the children.

Other useful Pre-school Learning Alliance publications:

- Seasonal Hello Posters