



ADMISSIONS POLICY

Policy:	Admissions
Aim:	To ensure all sections of our community have access to the preschool through an open, fair and equitable Admissions Policy including a waiting list.
Responsible Officers:	Committee and Chairperson supported by the Supervisor
Supporting Documentation:	Enrolment Form
Other Related Policies:	Equal Opportunities

The maximum number of children permitted at Preschool is dependent on the staff to child ratios for a given session. We operate with ratios of at least 1:4 for children aged 2 to 3 years and 1:8 for children over 3 years. Staffing can be adjusted on a termly basis to take into account fluctuations in child numbers but will usually be limited to a maximum of 3 staff and 20 children. One of these places will be kept free as an emergency place, which may be allocated at the request of social services or by confidential application to any member of the Committee. Where numbers are likely to exceed this maximum, the Committee would consider each case on its individual merits.

From 2 years old a child can attend Preschool for any number of sessions per week depending on availability. In the case of being over-subscribed, we arrange our waiting list in birth order, with older children being admitted first. In addition priority of admissions may take into account the following:

- The vicinity of the home to the preschool
- Siblings already attending preschool
- Length of time on the waiting list

- Special circumstances (isolated circumstances, special educational needs, language difficulties or parents needing a temporary place)

If there is limited availability we may initially allocate only one session per child, allowing more children overall to access the facilities. We ensure once a child is allocated a place this cannot be taken away as long as they require it, subject to payment of fees.

In the case of un-notified absences of more than 6 weeks, the place may be given to another child.

We ensure that the existence of preschool is widely advertised in places accessible to all sections of the community, especially new parents and new families to the area.

We describe the preschool and its practices in terms that make clear that we welcome both mothers and fathers, other relations, childminders and anyone caring for a child irrespective of cultural, ethnic, religious and social group, and with or without disability.

We continue to consult local parents to ensure the group continues to meet the needs of the community as well as fulfil requirements needed by the governing bodies and local authority.
