***Admissions***

*It is our intention to make our pre-school genuinely accessible to children and families for all sections of the local community. In order to do this we will:*

* *Allocate places by availability, age and length of time on the waiting list.*
* *Give priority to :-*

*a) Children living in the local area.*

*b) Children who have siblings who have attended Westgate Pre-school.*

*c) Children who have siblings at Westgate Primary School.*

* *Request that all children be registered for two or more sessions a week*
* *Ensure that the existence of the pre-school is widely known in the local community. We will place notices advertising the pre-school in places where all sections of the community can see them. Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.*
* *Make our equal opportunities policy widely known.*
* *Be flexible about attendance patterns so as to accommodate the needs of individual children and families.*
* *Describe the pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers including childminders, and people from all cultural, ethnic, religious and social groups with and without disabilities.*
* *If parents have any complaints about the allocation of pre-school places (or any other issues) they should be brought to the attention of the pre-school manager as soon as possible. Alternatively complaints can be made in writing to the Chair of Directors. Names of Directors are posted on the notice board. (See Complaints Policy)*
* *An “All About Me “ sheet will be sent home with the child where you will have the opportunity to give us information about your child and their likes and dislikes.*
* *Home visits can be carried out, on request.*
* *Parents are encouraged to bring children into Pre-school before they start.*

*Please be assured of confidentiality and sympathetic understanding on all issues (See Confidentiality Policy).*

*This policy was reviewed by Westgate Pre-school Ltd October 2018*

*Signed on behalf of Westgate Pre-school Ltd …………………………………………………..*

*..…………………………………………………*

*Review Date October 2019*