



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 the pre-school is advertised in public places, so all sections of the community have access to it. We will also ensure that the local Health Visitor, children's centre and children's information services have all up to date information about the pre-school.
- The waiting list is arranged in birth order and in addition we take into account the following:
 - length of time on the waiting list
 - the vicinity of the home to the setting
 - siblings already attending the setting
 - the capacity of the setting to meet the individual needs of the child
- Children with additional needs will be offered sessions in accordance with our ability to meet their needs appropriately, taking into account staffing, training required, capacity, funding and our ability to meet the children's individual and developmental needs.
- If a space becomes available children within the setting are given priority to make sure they can access their full funded hours, places are offered in accordance with the local offer code of practice in place at the time.
- Where possible and if financially viable, we will keep a place vacant to accommodate emergency admissions.
- We ensure our pre-school practice is to make it clear that we welcome fathers and mothers, other relations and carers, including childminders.
- Our Pre-school and its practices operate in a way that encourages positive regard for and understanding of, differences and ability, regardless of gender, family structure, class, disability, special needs, cultural, religious or ethnic backgrounds.
- We will, if required and possible, offer a flexible attendance and payment pattern 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 children.
- We will display our equal opportunities policy and monitor the children attending the group to ensure no accidental discrimination is taking place.

Error!

This policy was adopted by: *Burham Pre-school*

On _____

Date to be reviewed _____

Signed: _____ (*supervisor*)

_____ (*chairperson committee*)