



## **Admissions**

- Policy Statement
- Procedures



## Admissions

### Policy Statement

This policy is issued to all parents as part of the registration process. It is also available upon request from the manager.

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.
- We ensure that information about our setting 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 consider the following:
  - the vicinity of the home to the setting; and
  - siblings already attending the setting.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting 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 setting 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 setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.



## Noah's Ark Preschool: Policies & Procedures

- We make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the setting 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 setting that provides stability for all the children.

### Registration Process

- As a part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free early education entitlement.
- A copy will not be retained but may be requested again at a later date.

### Early Education entitlement

- Early education is offered within the nation parameters which are as follows:
  - No session is longer than 10 hours
  - There is no minimum sessions length, subject to requirements of registration on the Ofsted Early Years register.
  - It is not offered before 6.00am or after 8.00pm.
  - A child may attend a maximum of two sites in a single day.
- Early education is offered to families 38 weeks of the year. The funded hours can be claimed:
  - Monday 08.00 – 16.00
  - Tuesday 08.00 – 16.00
  - Wednesday 08.00 – 16.00
  - Thursday 08.00 – 16.00
  - Friday 08.00 – 13.00
- We work with all parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

### SEND support

- Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

## Noah's Ark Preschool: Policies & Procedures



- We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.