

MATLOCK PRE-SCHOOL PLAYGROUP

ADMISSIONS POLICY

All new Parents/Carers are given a copy of our Admissions Information Sheets (2 of 2), a copy of which is kept in our Operations Plan file.

Aim

We aim to ensure that all sections of our community have access to the Pre-School through open, fair and clearly communicated procedures.

- We ensure that information about our Pre-School is accessible in written and spoken form and where appropriate, in different languages. Where necessary we will provide information in braille or through sign language.
- Ensure that all local communities know of our existence. We will place advertisements in places where all sections of the community can see them, in more than one language if appropriate.
- Arrange our waiting list fairly using an acknowledged catchment area.
- Describe the Pre-School and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and carers, including child minders, and people from all cultural, ethnic, religious and social groups with and without disabilities
- 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.
- Any children visiting or under the age of 2 years 6 months must be accompanied by an adult.
- We have Registration Forms which are available from the TH or WR sites or can be forwarded upon request.
- Matlock pre-school takes children from the age of 2 ½ years.
- See Operation Plan for Registration and Placement allocation details.
- A sheet detailing the procedure for registration and request for additional/changes to sessions has been produced and is issued to all new parents with the bi-fold and/or the 'Guide to our Playgroup'. A copy was issued to all existing parents with the current copy of 'The Bugle'.
- To ensure effective developmental progress can be recorded, unless previously agreed by Matlock Pre- School, all children must attend a minimum of two sessions per week.