



1.2 Admissions

Policy statement

It is the intention of Miss Delaney's to make our setting genuinely 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. We take registrations from birth.

Please note that Miss Delaney's give sibling children priority entry into the nursery school provided the parent registers their child within three months of birth.

Procedures

- We ensure that information about our setting is accessible and provided in written and spoken form.
- We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- Miss Delaney's arranges our waiting lists in birth order. In addition, our policy may take into account 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 fathers and mothers, other relations and other carers, including childminders.
 - Miss Delaney's describes how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
 - We describe how our practices enable 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.
- Miss Delaney's makes its 'Valuing Diversity and Promoting Equality' policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- We remind parents that we are providing a service that meets the changing needs of the local community in which we live.
- Miss Delaney's is 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.
- Miss Delaney's may consider 'early entry' (the term after the child's second birthday), this decision is made on a child by child basis. Children only proceed to the 'Duck' group/groups in the year they will have their fourth birthday.

Name of signatory: *Lisa Murray*

Role of signatory: *Headteacher*

Reviewed by L. Murray July 2023. To be reviewed August 2024.