

# BARTON PRIMARY SCHOOL AND EARLY YEARS CENTRE.



## ADMISSIONS FOR EARLY YEARS CENTRE NURSERY POLICY

UPDATED: SPRING 2009  
TO BE REVIEWED: SPRING 2011



## **Admissions for Early Years Centre**

### **Statement of intent**

It is our intention to make our Early Years Centre accessible to all children and families.

### **Aim**

We aim to ensure that all children and families have access to the Centre through open, fair and clearly communicated procedures.

### **Methods**

In order to achieve this aim, we operate the following admissions policy.

We ensure that the existence of the Early Years Centre is widely advertised in places accessible to all sections of the community.

We ensure that information about our Early Years Centre is accessible - in written and spoken form - and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.

We describe our Early Years Centre and its practices in terms which make it clear that it welcomes fathers, mothers, other relations and other carers, including childminders.

We describe our Early Years Centre and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

Prior to starting the Early Years Centre an admission form must be completed by/with the parent/carer. We request to see and photocopy the child's birth certificate.

We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

We make our Equal Opportunities Policy and Race equality and cultural Diversity Policy widely known.

We consult with families about the opening times of the Centre to avoid excluding anyone.

We are flexible about attendance patterns to accommodate the needs of individual children and families. Although we try to accommodate requests for morning or afternoon sessions, this can depend on the places we have available within our LA guidance and standards

**Barton Nursery**

We arrange our waiting list in birth order. In cases of being over subscribed our policy may take into account the following:

- the vicinity of the home to the Nursery; and
- siblings already attending the Nursery and school

We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

Signed \_\_\_\_\_

Dated \_\_\_\_\_