



## **10.0 INFORMATION AND RECORDS**

### **10.1 ADMISSIONS**

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#### **Policy statement**

**We aim to make our Pre-school accessible to families from all sections of the local community and will advertise the pre-school in places where all sections of the community have access to them.**

#### **Procedures**

##### **Pre-school Places**

Our waiting list will be arranged in order of receipt of a completed Registration form.

##### **Nursery Places – Maximum 18 children**

Places will be allocated according to the following criteria if oversubscribed:

1. Child currently attends St Saviour's Pre-school
2. A sibling has attended St Saviour's Pre-school
3. Date of receipt of Nursery registration form

All existing pre-school children will receive their Nursery forms on the same day.

- We will wherever possible, keep a place vacant to accommodate emergency admissions.
- We will endeavour to make our pre-school welcoming to parents, relations, carers and people from all ethnic, religious and social groups, with and without disabilities.
- We will monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination takes place.
- Children are admitted to the Pre-school each year in September. If there are any places available after that, they will be allocated for the following January, according to the date of registration, as above, but there is no guarantee of a place.
- We offer funded places in accordance with the Code of Practice for Early Years Entitlement