



# Caterpillars Pre-School

Admissions Policy

June 2017



## Policy statement

It is our intention to make Caterpillars 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 Caterpillars through open, fair and clearly communicated procedures.

## Procedures

- We ensure that the existence of Caterpillars is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English in written and spoken form.
- We arrange our waiting list in date order of application. In addition we may take into account:
  - Length of time on the waiting list
  - Whether siblings already attend the setting
- We support children and/or parents with disabilities to take a full part in all activities in our pre-school.
- We offer funded places in accordance with the Codes of Practice for Essex and any local conditions in place at the time.
- Our pre-school is welcoming and we make it clear that fathers, mothers, other relations and carers are all welcome.
- Caterpillars operate in a way that encourages positive regard for and understanding difference and ability – whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We share and widely promote our valuing diversity and promoting Equality policy.
- We consult with families about the opening times of Caterpillars 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 Caterpillars that provides stability for all the children.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted at a meeting of Caterpillars Pre-School

Held on	6 <sup>th</sup> July 2017
Date to be reviewed	June 2018
Signed on behalf of the management committee	
Name of signatory	Andi Clark
Role of signatory (e.g. chair/owner)	Chair of the Committee