

First Step Pre School Ltd

Registered Office
Christ the King School
Easton Hill Road Thornbury
South Glos. BS35 1AX
Tel. 01454 858580



General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Admissions

Policy Statement

It is our intention to make our setting 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will try to provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.

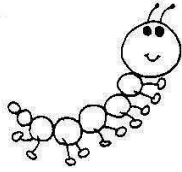


Quality Assurance Scheme

Registered In England
Registered Number 5885935
Registered Charity No. 1022996



SureStart



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- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the pre school.
- We make our Equal Opportunities Policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families with prior agreement between the pre-school and parents/carers.
- We arrange our admissions list in date of birth order.
- Applications are made for a place at First Step Pre School Limited.
- Siblings will be allocated places first, at the same site their brother or sister attended.
- Places will then be allocated from the admissions list placing a child at each site in turn*. This ensures that the number of children are evenly distributed and as far as possible there is a spread of children across the whole age range within their respective group. This needs to be done in order to maintain a balanced position for when the children move up to different aged groups and this also ensures that both sites maintain a stable position in terms of funding.
- * The only exception to this will be for Twins / Triplets etc who will all be placed at the same site.
- The children are distributed evenly to ensure a balanced workload for the staff at each site.
- If after all the children on the admission lists have been allocated a place and each site is not full then any new admissions will be placed at each site in turn ensuring the sites remain balanced.
- In the event of First Step Pre School Limited being full, then those families on the waiting list will be informed of the situation by the administrator.
- In order to effectively manage the admission list and place allocation process it is necessary for the administrator to offer the places over a period of a few weeks.
- First Step Pre School Limited reserves the right to change or amend this policy, and change in policy will be communicated to those on the waiting list at the time of any change.
- Any complaints regarding this policy should be dealt with via the current complaints procedure.

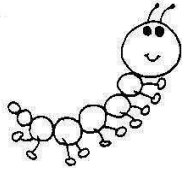


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This policy was adopted at a meeting of _____ name of setting
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the management
committee _____
Name of signatory _____
Role of signatory (e.g. chair/owner) _____



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