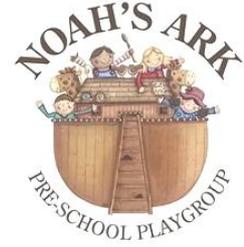


Administration



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.

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, if requested, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter if possible.
- We arrange our waiting list whereas 3+ children receive priority. In addition our policy may take into account the following:
 - siblings already attending the setting.
 - Length of time on waiting list.
- 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 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 setting.
- We welcome all children of any ethnicity.
- We make our Equal Opportunities Policy widely available.

This policy was adopted at a meeting of: Noah's Ark Pre-school
Playgroup

Held on: (date)

Date to be reviewed: (date)

Signed on behalf of the management
committee:

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Name of signatory: Amanda Adams

Role of signatory: Chairperson