



# Admissions Policy

## Policy Statement

At Beehive and Honeycomb nursery 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. Where necessary, we will try to provide information through British Sign Language. We will try to provide translated written materials where language needs of families suggest this is required or try to provide access to an interpreter.
- We arrange our waiting list in birth order. In addition our policies take into account (prioritise) the following:
  1. Children with SEN/disabilities
  2. Children with entitlement to EEF
  3. Siblings already attending the setting.
  4. The vicinity of the home to the setting.
- 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 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, and 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 monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the setting 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 the setting that provides stability for all the children.
- For EEF, attendance, Fees and late payments please refer to our Fees and conditions policy and Fees and conditions Policy Agreement.

This Policy was adopted at a meeting of Beehive and Honeycomb Nursery 17th June 2013

Signed *Tracy Buhain* (Tracy Buhain) Director

**Barbara Slone** (Barbara Slone) Director