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Document.	001	<b>Admissions Policy</b>			
Revision	02	Approved By	P Whateley	Approval Date	02/01/14

## Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

## Statement of intent

It is our intention to make the Duchy Pre-school & Playgroup genuinely accessible to children and families from all sections of the local community, and surrounding areas.

## Aim

We aim to ensure that all sections of our community have access to the Pre-school/Playgroup through open, fair and clearly communicated procedures.

## Methods

In order to achieve this aim, we operate the following admissions policy:

- We ensure that the existence of the Pre-school/Playgroup is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Pre-school/Playgroup is accessible - in written and spoken form - and, where appropriate, in different languages.
- We arrange our waiting list in birth order.
- In addition our policy may take into account the following:
  - the vicinity of the home to the Pre-school/Playgroup; and
  - siblings already attending the Pre-school/Playgroup.
- We keep a place vacant, if this is financially viable, to accommodate one emergency admission per term.
- We describe our Pre-school/Playgroup and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our Pre-school/Playgroup and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our Pre-school/Playgroup and its practices in terms of how it enables children with disabilities to take part in the life of the Pre-school/Playgroup.
- We monitor the gender and ethnic background of children joining the group to ensure that no

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accidental discrimination is taking place.

- We make our equal opportunities policy widely known.
- We consult with families about the opening times of the Pre-school/Playgroup and sessions we offer, to avoid excluding anyone.
- We are flexible about attendance patterns to accommodate the needs of individual children and families within the parameters of the Local Government Funding Criteria at the time.
- We provide parents with a Parent Handbook and details of our group in an 'Admission Pack'.
- The procedure and documentation required for admission is detailed in our Record Keeping Policy (0020)

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Responsibility for periodic review	<b>Development Sub-committee</b>
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**Document History**

<b>Rev</b>	<b>Changes</b>	<b>Date</b>	<b>Approval</b>
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Reviewed for AGM – add ref to Policy 0020.	15/11/11	AGM
02	Addition of scope statement	02/01/14	P Whateley

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