

## Admissions Policy

Little Valers Pre-school aims to make our setting available to all children and their families within the local community.

Our intention is to ensure that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures. To accomplish this, we will:

- Ensure that the existence of the pre-school is widely known. We will place notices advertising the pre-school in places where all sections of the community can see them.
- Welcome all children and their parents/ carers regardless of their gender, race, and cultural, ethnic and religious beliefs and from all social groups, with or without disabilities.
- Work closely with the staff at Grove Vale Primary, Sandwell Early Years Unit, Inclusion Support and other external professionals to ensure the individual needs of all the children and their parent/ carers are met.
- Make our Equal Opportunities Policy widely known, having this available for parents/ carers, visitors and staff at all times.
- Ensure information about the pre-school is available, both written and verbally, and if required in different languages and formats such as braille.
- Operate a rolling intake until all spaces are filled.
- Accommodate children over the age of three years and offer space to a maximum of 24 children in our morning session and 24 children in our afternoon session. (These places now consist of the following, morning/afternoon children and fulltime children).
- Application forms must be filled in and submitted via the Grove Vale Primary School website. (Please ensure you have submitted your child's application form to the correct year group).

1. Children with special educational needs and looked after children.
2. Sibling attending Grove Vale Primary School.
3. Catchment area.
4. Age, your child must be three years of age by 31<sup>st</sup> August.
5. Please note Children turning three in the following months: September, October, November and December will start pre-school the following September as we DO NOT have January or April intakes.

