



Millbrook Pre-School Admissions Policy

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, electronically, in written and spoken form and, where appropriate, in more than one language.
- Children are entitled to either 15 hours of Universal Early Years Funding or 30 hours Extended Early Years Funding from the term following their 3rd birthday.

In line with Millbrook Primary School's admissions policy for oversubscription our first priority is A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A 'Looked After Child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.

We then arrange our waiting list in birth order with priority given to children with siblings already attending the setting or school. Parents choosing either 15 hours or 30 hours for their child are allocated first. We will then consider requests for flexible attendance patterns to accommodate the needs of individual children and

families, subject to availability and providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

- 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 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.
- Please note - a place at Caterpillars Pre- School does not guarantee or make it more likely that your child will be allocated a place in Millbrook Primary School.