



## **Milverton Community Primary and Pre-School**

### **Admissions Procedure**

Policy written: March 2024

Review date: February 2025

### **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 information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list in a first come, first serve basis.
- We offer funded places in accordance with the statutory framework for EYFS and the Code of Practice for SEND.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.

- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
- A deposit will be required to hold a place where the child's hours will be above and beyond their funding.