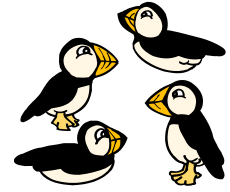


# PUFFINS AT BEER

## Pre-School



### Admissions

Puffins Preschool will comply with its obligations under the Race Relations Act 1976, the Race Relations Act 1976 (Amendment) Regulations 2003, the Sex Discrimination Act 1986, the Rehabilitation of Offenders Act 1974 and the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001,) The Employment Act 2002 and The Children Act 1989.

#### Aims

It is our intention to make our pre-school genuinely accessible to children and families from all sections of the local community.

#### **Procedures**

- We advertise the setting in the local community and surrounding villages.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- 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 how our practices treat 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 make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- Where possible 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.
- We offer sessions with a range of different pick up and drop off times.

#### **Admissions into Pre-school**

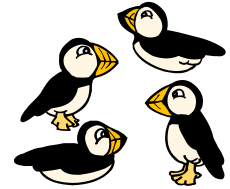
- 1 Applying to the Playleader or Office Manager, who will provide current information and maintain a Note of Interest List in order of date of birth to allow a child to start at pre-school as soon after their second or third birthday as possible (being on the waiting list will not guarantee a place).
- 2 When possible priority will be given in this order :-

to children who

1. Children currently at the setting and in age order
2. are cared for or have a special need

# PUFFINS AT BEER

## Pre-School



3. live within the Parish of Beer, in age order
4. have siblings at Pre-school already
5. receive funding and in age order.
6. non-funded new starters in age order.

In cases when there is a shortage of space, only two sessions will be offered to new starters in their first term if there is space. In cases of dispute, admissions will be at the discretion of the Committee.

1. Offering a choice of sessions where possible and ensuring that every effort is made to accommodate preferences;
2. Children, who are recognised as having Special Educational Needs, will have provisions made as necessary in this area.

### Inclusion

- 1 Describing the pre-school and its practises in terms which make it clear that it welcomes both fathers and mothers, other relations and carers, including childminders and people from all cultural, ethnic, religious and social groups, with or without disabilities, and by ensuring the Equal Opportunities Policy is widely know;
- 2 We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place;
- 3 We consult with families about the opening times and number of sessions of the pre-school and being flexible about attendance patterns;
- 4 We endeavouring to provide for emergency admissions; (Cared for children, Travellers,)

If you require any further information regarding Pre-school or admission into Pre-school, please contact the preschool 01297 20403.

This policy was adopted at a meeting of	<u>Puffins at Beer Pre-school</u>	(name of provider)
Held on	<u>16<sup>th</sup> June 2016</u>	(date)
Date to be reviewed	<u>June 2017</u>	(date)
Signed on behalf of the management committee	<u>Suzy Eul -Brown</u>	
Name of signatory	<u>Suzy Eul-Brown</u>	
Role of signatory (e.g. chair/owner)	<u>Chair</u>	