



The Secret Garden Pre-school
Wellington Avenue
Princes Risborough
Bucks HP 27 9HY
07759 582307

Admissions Policy.

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

In order to accomplish this, we will

- Ensure that the existence of the pre-school is widely known in all local communities. We will place notices advertising the pre-school places where all sections of the community can see them (children's centre), in more than one language if appropriate.
- Arrange our waiting list in order of vulnerability, date of birth, siblings who will still be attending when the applicant starts and distance of the home to the pre-school. (Proximity of the child's normal home as measured by the shortest designated route).
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
- We will describe the pre-school and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders and people from all cultural, ethical, religious, and social groups, with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our equal opportunities policy widely known, in line with the Equality Act 2010.
- Collect feedback with families about the opening times of the pre-school to avoid excluding anyone. The home school communication books and parent questionnaires also provide an opportunity for feedback.
- Be flexible about attendance patterns so as to accommodate the needs of individual children and families, subject to the County Council funding.
- Support parents with all elements of their child's development; including toilet training, the pre-school welcome children at all stages of toilet training, including children who are still in nappies in line with the DDA act.

The pre-school adopted this policy on ...7th January 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....