

Admission Policy

Aim:

We will ensure that all sections of the local community have access to Happy Stars Preschool through open, fair and clearly communicated procedures.

Links to Every Child Matters Outcomes;

Unique Child; Inclusive Practise 1;2	Positive Relationships; Parents as partners 2;2
Enabling Environments; Supporting Every child 3;2	

The sessions at Happy Stars preschool run from 9.00am - 12.30pm, and we will accept children who are 2 - 5 attending between 1-5 sessions per week. We will have up to 48 children per session.

The bookings will be taken as first come first served basis.

The existence of the setting has been advertised widely in places accessible to all sections of the community including; the local libraries, mother and toddler groups, local health centres, soft play areas etc.

We will ensure that the information about the setting is accessible-in written and spoken form-and where appropriate in different languages, in Braille, through signing or an interpreter.

We will arrange our waiting list in birth order.

Before admission there will be a brief meeting between the parent/carer and the manager of the preschool, where the preschool will highlight to the parents regarding the procedures for collection of children, including the identification of individuals who collect them, explain the complaints procedure and other policies and procedures that are in operation at Happy Stars Preschool.

Before admission we will highlight to the parents what personal details are kept on site about their child and ask the parents to keep this information up to date.

We will describe the setting and its practise which makes it clear that we welcome Fathers, mothers , other relations and carers including childminders.

We will describe and explain the equal way in which we treat individuals regardless of their gender, special education needs ,disabilities, background , religion, ethnicity or competence in spoken English.

By incorporating the issues of equality and diversity in to our day to day planning of activities, and within the general operation of the setting we will ensure that no accidental discrimination takes place.

We will describe the setting and its practise in terms of how it enables children with disability to take part in the life of the setting ; i.e. wheelchair access through the front door, and into the out side play area, as well as the disabled toilet which has its own radar key system.

Links to legislation;

Equality Act 2010
Disability discrimination act 1995
Human Rights act 1998 and 2000

This policy was adopted by Charmarie Galhenege for Happy Stars Preschool.

Name ;

Signature :

Date :

Position ;

Review Date ;