

The Avenue Children's Centre

Admissions Policy

Statement of intent

It is our intention to make our setting accessible to children and families from all sections of the local community

Aim

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions policy.

- 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 the setting is accessible, in written and spoken form and, where appropriate, in more than one language.
- Where applications for childcare and out of school clubs exceed the number of places available we hold a waiting list. The list is produced on a first come first serve basis. Places are offered to the first child on the list requiring a place in the area that has a vacancy on the day or days available. However, the setting can prioritise applications based on;
 - the vicinity of the child's home to the setting; and
 - siblings already attending the setting or school; and
 - If the child or family is vulnerable.
- If we have a vacant place we will accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes 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 can monitor the gender and the ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our equality and diversity policy widely known.
- Where possible we consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- We explain to parents that they leave personal possessions, buggies, coats, blankets etc, on the premises at their own risk. Lost items cannot be replaced at the settings cost.

We charge a registration fee of £40.00 on registration to secure the place. Of this, £20.00 will be taken off the first months invoice and £20.00 is a non-refundable administration fee.

All staff are made aware on their staff induction that friendships on social media with any family attending the setting are strictly prohibited during the time they attend the setting.

Reviewed May 2022

Next review date May 2023