**ADMISSIONS POLICY:**

**This policy should be read in conjunction with the: Pandemic policy, Equality and Diversity policy, Data Collection Policy also correlates with the EYFS April 2017 of which all set out the frameworks for supporting staff and children.**

It is our intention to make our pre-school genuinely accessible to all children and families with reasonable adjustment; In order *to* accomplish this, we will:

* Ensure Patcham Village Pre-schoolis widely known in all surrounding areas. We will place notices advertising the pre-school in places where all sections of the community can see them, in more than one language if appropriate.
* Show visible signs about our service on the exterior of our premises.
* Provide a web-site and face-book group for all to access.
* Advertise our services with Brighton and Hove City Council’s Family Information Service.
* Arrange our waiting list on a first come first serve basis, however taking into account the age of the child and any special educational needs.
* Describe the pre-school and its practices in terms which make it clear that it welcomes and celebrates diversity.
* Be entirely flexible about attendance patterns so as to accommodate the needs of all children and families.

This policy was reviewed on 28th July 2020 and replaces that which was adopted on 25th June 2019.

Signed by:

Manager (Janet Hornsby)

Date