



Playhouse Pre-school Broadwater

Admissions Policy

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Statement of intent

It is our intention to make our Pre-School 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 Pre-School through open, fair and clearly communicated procedures.

Procedures

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

- We ensure that the existence of the Pre-School is advertised locally.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. We will use the Broadwater Family Centre to support us with this if necessary.
- We describe our Pre-School and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and carers including childminders.
- We describe our Pre-School and its practices in terms of how it treats individuals, regardless of their gender, needs, abilities, background, religion, ethnicity or language.
- We describe our Pre-School and its practices in terms of how it enables children with all to take part in the life of the Pre-School.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- 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.

Allocation of places

We arrange our waiting list in the following order:

- the date the child was placed on the waiting list
- the date of birth of the child
- whether the child also attends a different setting

We plan admissions and places for a rolling 3 months ahead, to ensure that as many children as possible benefit from our setting. Within this, we are mindful that older children (preparing for the transfer to school) may need an increased allocation of sessions and that younger children need to begin the transition from home to the pre-school.

This policy was agreed by the staff of Playhouse Pre-School Broadwater.

Adopted on 23rd April 2015 and will be reviewed annually.

Reviewed on 6th November 2025 by Z. Munford