



**Updated January 2020**

## **Admissions Policy**

**Aim -To provide a fair system of admissions.**

We will never discriminate on the grounds of race, religion, gender ability or special educational needs. All children and families are welcome providing it is felt their needs can be safely met. We are willing to make reasonable changes to our building, staffing and provision in order to accommodate particular children where necessary.

It is sometimes necessary to operate a waiting list for some sessions. In these instances priority is given in the following order:

1. Existing children wanting to increase sessions.
2. Staff children.
3. Children requiring more hours ie. child requiring full 15 hours entitlement over a child requiring 1 session.
4. Siblings of children already attending.
5. Referrals by external agencies.
6. Any other child.

When a space becomes available priority will be given to a child wanting to start before another on the list.

For the nursery priority will be given to older children in each category.

Parents / Carers wishing to put a child's name on our waiting list should complete the request for place form available from our settings or on the website.

Signed: