



# Olive Tree Pre-School

Coxford Adventure Playground, Olive Road, Coxford, Southampton SO16 5FQ  
07719 524795 | [contact@olivetreepreschool.co.uk](mailto:contact@olivetreepreschool.co.uk) | [www.olivetreepreschool.co.uk](http://www.olivetreepreschool.co.uk)

## SAFEGUARDING AND WELFARE REQUIREMENTS; SAFETY AND SUITABILITY OF THE PREMISES.

### 10.2 Admissions

#### Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

#### Procedures

- 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 our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list in birth order. In addition, our policy may take into account:
  - the age of the child, with priority given to children who are eligible for the free entitlement and children due to go to primary school – including eligible two year old children;
  - the length of time on the waiting list;
  - the vicinity of the home to the setting;
  - whether any siblings already attend the setting; and
  - The capacity of the setting to meet the individual needs of the child.
  - If the parents are employed and the child is entitled to 30 hours funding.
  - We only allocate a certain amount of 2 year old places for full day care under the manager's discretion we can allow a 2 year old to access the provision all day.
  - Our lunch time places will be solely for children aged 3 and 4 years unless stated by the manager. This is due to ratios and staff numbers.
- We offer funded places in accordance with the Code of Practice for special educational needs and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.

Registered charity 1027975  
(Formally St Peters Pre-school)

- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- 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.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

|   |                       |                           |
|---|-----------------------|---------------------------|
| This policy was adopted by                        | Olive Tree Pre-school | <i>(name of provider)</i> |
| On  | 17/06/17              | <i>(date)</i>             |
| Date to be reviewed                               | 17/06/18              | <i>(date)</i>             |
| Signed on behalf of the provider                  | <hr/>                 |                           |
| Name of signatory                                 | Joanne Wyeth          |                           |
| Role of signatory (e.g. chair, director or owner) | Manager               |                           |

#### **Other useful Pre-school Learning Alliance publications**

- Seasonal Hello Posters (2006)