

### **33. ADMISSIONS**

#### **Policy statement**

It is our intention to make ASK Kindergarten & Clubs (ASK) 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 ASK through open, fair and clearly communicated procedures.

#### **Procedures**

- We ensure that the existence of ASK is widely advertised in places accessible to all sections of the community.
- We ensure that information about ASK 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:
  - availability of days and timing required
  - whether any siblings already attend the setting
  - the length of time on the waiting list
  - the vicinity of the home to the setting
  - the capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with the Code of Practice and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- ASK and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- ASK 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.
- We support children and/or parents with disabilities to take full part in all activities within ASK.
- We monitor the needs and background of children joining ASK 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 ASK 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 that provides stability for all the children at ASK.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.