



Sherwood Pre-School
Community. Learning. Progress.

ADMISSIONS POLICY

It is the pre-school's intention to be accessible to children and families from all sections of the local community.

Medication will only be administered in accordance with this policy or in line with the terms of the pre-school's insurance policy.

In order to accomplish this we will:

- ensure that the existence of the pre-school is widely known across the local community; notices advertising the pre-school will be placed where all sections of the community can see them, in more than one language if appropriate
- accommodate, if it is financially viable to do so, emergency admissions
- monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place
- consult with families about the opening times of the pre-school to avoid excluding sections of the community
- be flexible, where this is financially viable, about attendance patterns so as to accommodate the needs of all, as far as possible

In the event of the pre-school being oversubscribed the following admissions criteria will be employed in the numbered order of priority. When necessary, these criteria will be applied to the different age ranges of the children to ensure that staffing levels, reflecting the legal staff:children ratios, are observed.

1. Children who are or have been officially 'Looked After'
2. Siblings of children currently attending the pre-school
3. Children with special educational needs*
4. Children with siblings attending Howard Primary school
5. Other Children

Within each of the above categories, children will be ranked according to the distance, measured as a straight line, from their front door to the pre-school's entrance in Nottingham Road.

In the event of there being competition for additional hours from children already attending the pre-school, the following criteria will be applied. When necessary, these criteria will be applied to the different age ranges of the children to ensure that staffing levels, reflecting the legal staff:children ratios, are observed.

1. Children who are or have been officially 'Looked After'
2. Children with special educational needs*
3. Children in each age category ranked according to the length of time they have attended the pre-school
4. Children of working parents
5. Children with siblings attending Howard Primary school

The pre-school will monitor the gender and ethnic background of children joining the pre-school to ensure that no accidental discrimination is taking place

*Special Educational Needs does not, in this Admissions Policy, include children with severe learning difficulties (SLD) or profound and multiple learning difficulties (PMLD). The admission of these children will be considered on a case by case basis, depending on staffing, resources and available funding.

Drafted: November 2015

Ratified: June 2016

