

ADMISSIONS POLICY

POLICY STATEMENT OF INTENT

It is the intention of Wishing Well Family Centre to make our setting accessible to children and families from all sections of the local community. Being a committed provider of equal opportunities, we support the local community by providing access to our setting regardless of religion, disability, linguistic needs, gender, age or geography.

AIMS OF THE POLICY

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

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

- We ensure that the existence of Wishing Well Family Centre is widely advertised in places accessible to all sections of the community such as schools, health centres, leisure complexes and libraries.
- The Wishing Well Family Centre is described in terms that make it clear that it welcomes all sections of the community irrespective of gender, culture, ethnicity, religion and with or without special needs/disabilities.
- We require parents/carers to complete the nursery registration form and authorisation form.
- We arrange our waiting list on a first come first served basis, in addition to this we may also take into account siblings already attending the setting.
- We admit children according to a set criteria -
 - Order in waiting list
 - Special factors e.g. medial/social factors
 - If a sibling is already in attendance
- Ensuring maximum enrolment according to the numbers each room is registered for.

- Providing opportunities for children with special needs.
In these circumstances the manager will liaise closely with the child's family/carers and other professionals associated with the child to establish if the child has additional needs and how they can be addressed by the setting.

- Ensuring our Equal Opportunities Policy widely known.

- Children within the Pre-School Education Expansion Programme are admitted according to criteria set by The Education Authority.