

Mini Cowper Preschool

Birch Green, Nr Hertford, SG14 2LR

01992 679844

Admissions

As a committee run pre-school we wish to make our setting as accessible as possible for everyone. We aim to ensure that children and families have access to the setting through open, fair and clearly communicated procedures. We welcome all parents, relatives and carers. Children can attend our pre-school from 2 years old until full time school age, regardless of whether they are toilet trained.

* Our aim is to accommodate each child from the date stated on their application form. However, we are unable to guarantee specific start dates as this is dependent on spaces available at the time. Parents/carers will normally be notified around the middle of the term before the child is due to start.
* We arrange a waiting list by the following priority
1. Children Looked After and vulnerable children
2. Siblings of children in the school, nursery or pre-school
3. Birth date order (oldest to youngest dates of births)
4. Date of application (oldest to newest applications)

However, children eligible for government funded places will take priority over non funded places, regardless of dates of application.

* The preschool is open 9am to 3pm Monday to Friday. Lunch club is between 11:45am and 1pm, it is available for nursery children to ensure we accommodate a broad range of family needs. However, this may change subject to county funding for flexible provision. We also offer nursery children the opportunity to use their 30 hour funding and to stay until 3pm.
* Fees are to be paid within two weeks of receipt of invoice (sent out monthly). Where there are absences due to sickness or holidays, no reimbursements will be made.
* We make our Equal Opportunities policy known and available at all times. We recognise that all children have a right to be listened to, respected, valued and protected from all forms of discrimination.
* We advertise our service widely.
* We reflect the diversity of our society in our publicity and promotional materials.
* We provide information in clear, concise language, whether in spoken or written form.
* We provide information in other languages (where ever possible).
* We base our Admissions Policy on a fair system.
* We ensure that all parents are made aware of our Valuing Diversity and Promoting Equality policy and Settling-In Policy.
* We do not discriminate against a child or their family, or prevent entry to our setting, on the basis of a protected characteristic as defined by the Equalities Act (2010). These are:
* disability;
* race;
* gender reassignment;
* religion or belief;
* sex;
* sexual orientation;
* age;
* pregnancy and maternity; and
* marriage and civil partnership.
* We do not discriminate against a child with a disability or refuse a child entry to our setting for reasons relating to their disability.
* We ensure, wherever possible, that we have a balanced intake of boys and girls in the setting.
* We make adjustments where possible and reasonable to ensure that disabled children can participate successfully in the services offered by the setting and in the curriculum offered.
* We take action against any discriminatory behaviour by our staff, volunteers or parents whether by:
* direct discrimination – someone is treated less favourably because of a protected characteristic e.g. preventing families of some racial groups from using the service;
* indirect discrimination - someone is affected unfavourably by a general policy e.g. children must only speak English in the setting;
* association – discriminating against someone who is associated with a person with a protected characteristic e.g. behaving unfavourably to someone who is married to a person from a different cultural background; or perception
* discrimination on the basis that it is thought someone has a protected characteristic e.g. making assumptions about someone's sexual orientation because of their mannerisms or how they speak.
* Displaying of openly discriminatory and possibly offensive materials, name calling, or threatening behaviour are unacceptable on, or around, our premises and will be dealt with immediately and discreetly by asking the adult to stop using the unacceptable behaviour and inviting them to read and to act in accordance with the relevant policy statement and procedure. Failure to comply may lead to the adult being excluded from the premises.

|  |  |  |
| --- | --- | --- |
| This policy was adopted by |  | *(name of provider)* |
| On |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) |  |