

# Crondall Preschool



## Admissions and Equal Opportunities Policy

Crondall Preschool can care for up to 36 children aged between 2 and 5. Crondall Preschool will be open for childcare from 8:30 AM - 3:00 PM, Monday to Friday, excluding tto.

Part of Crondall Preschool's registration with OFSTED specifies the number of children who may be cared for at any one time depending on the ages of children – the terms of this registration will be strictly adhered to. Consequently, Crondall Preschool may not be able to offer a place to every child who applies for one. Those who apply when all the spaces in Crondall Preschool have been filled will be put on a waiting list. Places will be allocated to those on the waiting list as follows (in keeping with the principle of equal opportunities):

1. When children are added to the waiting list, parents/carers are asked to provide details of the days they wish for their child to attend our setting.
2. When space becomes available, all those on the waiting list whose requirement matches what is available will be reordered based on the number of days they require, with those requiring most hours given precedence. Those with the same total requirement will be ordered based on when they joined the waiting list, with those who joined first given precedence. Parents / carers will then be contacted in that order and offered a place.
3. Parents / carers are encouraged to update Crondall Preschool on their requirements as often as necessary.
4. Attendance can be booked as far in advance as necessary, and places will be offered based on children known to be leaving the setting's roll in order to start school.

Crondall Preschool is committed to the principle of equal opportunities for both those who attend Crondall Preschool and in the employment of staff. Under no circumstances will the organisation discriminate unlawfully against a child, family, employee or potential employee on the grounds of gender, race, religion,

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nationality, ethnic or national origin, disability, gender identity, sexuality or marital status. Each child and staff member will be valued as an individual and respected as such, and stereotyping will be avoided. The name of the Equality Needs Co-ordinator can be provided upon request.

Part 5A of the Disability Discrimination Act 1995 (DDA), supported by the Disability Discrimination Act 2005, places on all public authorities a general duty to:

- promote equality of opportunity between disabled people and other people
- eliminate discrimination that is unlawful under the DDA
- eliminate harassment of disabled people that is related to their disability
- promote positive attitudes towards disabled people
- encourage participation by disabled people in public life
- take steps to meet disabled people's needs, even if this requires more favourable treatment

Although Crondall Preschool is not a public authority, it is committed to fulfilling the above obligations in as far as it is able to do so. In accordance with the Special Educational Needs and Disability Act 2001 (SENDA), admission of a child who is disabled or disadvantaged will be considered, as far as possible, according to the same criteria as all other children.

In such cases, a detailed assessment of the child's needs will be conducted, and in partnership with the child's parents /carers and any relevant professionals, the setting's ability to meet these needs will be explored. Crondall Preschool will endeavour to meet the needs of all children who apply for a place at the setting and, in line with SENDA, make all reasonable adjustments required as far as possible. SENDA describes reasonable adjustments as alterations to normal practices and procedures, alterations to physical features and the provision of extra support. Staff's ability to care for all children will never be compromised and any decision taken that adjustments for a particular child are not possible will be fully justified inline with SENDA.

The name of the Special Educational Needs Co-ordinator (SENCO) can be found

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on central staff record and provided upon request. The SENCO has responsibility for supporting other staff in meeting the needs of children requiring additional support. As necessary, the SENCO will facilitate additional support from outside agencies, with parental /carer permission.

Wherever possible Crondall Preschool will provide Children's Centre supported places and places supported by other third-party services, including places for children that receive additional funding via the Local Authority, Social Services or the Department for Work & Pensions.

Every child will be encouraged to learn and develop without prejudice and Britain's multicultural society will be explored and celebrated through the activities and displays at Crondall Preschool. For example, diversity will be explored through food, music, books, role play, trips and community engagement and children will be encouraged to form positive attitudes towards those who are different from themselves.

Discrimination against a child, family or staff member by a staff member will not be tolerated and the relevant disciplinary action will be taken. Discrimination against a child, family or staff member by a child will be dealt with in an age appropriate way, and in line with the Behaviour Policy.

Once a child's regular sessions have been agreed any changes must be submitted in writing, ensuring a minimum of 1 months' notice. Changes to a child's regular session times cannot be made more than once within a two-month period once a child has started attending Crondall Preschool.

A child's place at Crondall Preschool is conditional on the parents / carers agreeing to all of Crondall Preschool's policies, on their fully completing a Registration Form and on making the requested payment of the securing payment or their first month's fees as appropriate. Parents / carers are asked to take particular note of the Fees and Payment Policy.