

Admissions

Policy statement

The kindergarten is open to every child and family from all sections of the community, there is a strong social responsibility towards making the kindergarten available to everyone.

It is the intention of the kindergarten to make our setting 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 the setting through open, fair and clearly communicated procedures.

Procedures

We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community via notices and online in on Facebook and on other online sites for childcare provision in Hertfordshire. We are a part of the Steiner fellowship and they have details of all of the Steiner kindergartens and Steiner schools, which is accessible to all.

We ensure that information about the kindergarten is accessible, using simple plain English, in written and spoken form and, when requested we will, provide the information in different community languages and in other formats. We are also able to provide information through British sign language.

In the event of the kindergarten being oversubscribed placements will be given in order of priority-

To children who are eligible for the free entitlement – including eligible two year old children and those with special needs

Siblings already attending the setting

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 for Hertfordshire and any local conditions in place at the time.

At the kindergarten we describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.

At the kindergarten we describe how our practice treats children and their families, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity, or from English being a newly acquired additional language.

Our kindergarten 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 the kindergarten.

We monitor the needs and background of children joining our kindergarten 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 our setting to ensure that we as far as possible can accommodate a broad range of families' needs.

We are able to provide some flexibility for the starting time for the children to attend kindergarten; we are able take children from nine o'clock.

Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

The admissions procedure-

The parents or carers are invited to visit the kindergarten with their child on a Friday; other days are acceptable and should be discussed with the practitioners and assistants. More than one visit is encouraged.

These visits give an opportunity for the parents or carers to talk to the practitioners and assistants and to get a feeling about the kindergarten, and whether they feel it is appropriate for their child.

If they wish to apply for a place at the kindergarten they will be given an application form to fill in.

The parents or carers will be invited to read the kindergartens policies and procedures, which we feel will give a clear picture of the kindergarten, its practices and the ethos of the kindergarten

Parent and child group

On a Friday we have a parents and child group, where parents and carers are welcome to bring along their children; it is a gentle first step for the child to play with the toys and interact with the other children.

It gives an opportunity for the child and parents to get to know some of the practitioners and assistant, which will help the child if they do continue their time at kindergarten and join in the regular kindergarten sessions.

Parents and carers can also have an idea of the routine of the kindergarten and what we do, and to speak to the other parents and carers in a social setting.

The procedure on - the child being settled into the kindergarten

There is a policy on flexible admissions, which may be staggered. It is felt that it is in the best interest of the child, that the child comes to kindergarten for at least two days a week, but this is also flexible.

We try to support the family while the child is settling in and reassure those parents whose child may take a little longer to settle.

The parents will be encouraged to separate from their children at growing intervals. If the parents have any concerns about their child they are welcome to talk to your child's key worker or the practice manager or her deputy.

If a parent or carer wishes to speak to the practice manager Zanna, who is not available at that time, then they can speak to her either by phone or an appointment will be made.

Informal meeting

There will be an informal meeting between the parents or carers of the child and the practitioners and within the first term.

Complaints procedure

Please see the complaints procedure, if you have any concerns regarding your child admission to the kindergarten.

Signed.....

Dated.....

Due to be undated.....