



**General Welfare Requirement: Organisation**

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

**Administration**

**29 Admissions**

**Policy Statement**

It is Windmill Under 5s Pre-school’s intention 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.

**EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

**Procedures**

- We ensure that the existence of our Pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Pre-school is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will endeavour to provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- Children are accepted from the age of 2½ years for 2 sessions per week. Places for children under 3 are limited and we strongly recommend that the child’s name is put on the waiting list as soon as possible.

- Children are eligible to start at Windmills the half term they turn 2 ½ years. Two morning sessions will be offered a week initially, with the opportunity to increase attendance after discussion with the Supervisor and Administrator. Additional sessions are at the Supervisors discretion and will be subject to availability.
- Following the child's third birthday sessions can be increased, subject to availability.
- We provide a Lunch Club, which 2 ½ year olds may attend at the discretion of the Supervisor.
- Lunch Club is available to all 3 year olds, subject to availability.
- Adhoc sessions may be available, please speak to a member of staff for availability. Adhoc Session availability is also posted on the notice board in the foyer. Separate charges apply, please see our Fees Policy.
- We arrange our waiting list in birth order. In addition our policy may take into account the following:
  - the vicinity of the home to Windmills; (should more than one child live close by, places will be allocated by age, starting with the oldest first) and
  - siblings already attending Windmills;
  - consideration will be given to the amount of time the child has been on the waiting list;
  - we will do everything possible to ensure that a place will be allocated as soon as requested.

*Whilst we will endeavour to provide parents with the days of their choice, this may not always be possible.*

- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe Windmills and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe Windmills and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe Windmills and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of Windmills.
- We make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in Windmills that provides stability for all the children.

This policy was adopted at a meeting of Windmill Under 5s Management Committee  
Held on Tuesday, 15<sup>th</sup> September 2009

Signed on behalf of the Management Committee by Co-Chairs:

\_\_\_\_\_ Zoe Glenister

\_\_\_\_\_ Michelle Whiting