



First Steps Children's Nursery & Forest School

Admissions Policy

Statement of intent

It is our intention to make our setting accessible to children and families from all sections of the local community.

Aim

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

Methods

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

- In accordance with the Disability Discrimination Act 1995, we do not actively discriminate against any child regardless of his/her disability and, positively encourage the inclusion of any child within our nursery setting.
- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written form and through internet access.
- We arrange our waiting list on a first come first served basis. In addition our policy may take into account the following:
 - the vicinity of the home/workplace to the nursery; and
 - siblings already attending the setting.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We make our equal opportunities policy widely known.
- We are as flexible as we can be about attendance patterns in order to accommodate the needs of individual children and families.
- We accept that once a parent/carer has registered their child and paid the registration fee, the place is reserved until the time requested and beyond if it is financially viable.
- We expect parents to secure a place by registering their child.