

**GREAT DODDINGTON
VILLAGE PRESCHOOL**

Admissions Policy

Aim

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

Methods

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

- We ensure that the existence of Preschool is widely advertised – in written and spoken form
- We describe our Preschool and its practices in terms of how it enables children with disabilities to take part in the life of the Preschool.
- We monitor the gender and ethnic background of children joining Preschool to ensure no accidental discrimination is taking place.
- We make our Equal Opportunities policy known.
- We consult with families about the opening times of the Preschool to avoid excluding anyone.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.
- Our policies are reviewed on an annual basis by the Committee.

Admissions

- Our waiting lists are set on a first come first served basis.
- In addition, our policy may take into account the following:
 - Vicinity of home to Preschool
 - Siblings in attendance
 - Children eligible for free entitlement.
- We keep a place open, if financially viable, for emergency admission.
- Pre-registration will only be accepted 6 weeks prior to the next invoice month.
- Application for additional sessions must be made 4 weeks prior to start of new term (please note places are not guaranteed and will be determined on a first come, first placed basis).
- Sessions are defined as either one morning or one afternoon attendance.

Sessions

A session is either a half day attendance, either morning or afternoon.

Minimum Attendance

In order to ensure that we can enable the best possible chance for children to achieve the essential knowledge that children need to prepare them for their future success (cultural capital) minimum attendance is set at two sessions a week on different days. We believe that for a child to settle into preschool, make friends and get to know the adults working with them, they need to attend for more than one day a week.