

## **4.1 Admissions**

### **Policy statement**

It is our intention to make Our Lady of Lourdes Pre-School 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 the pre-school is widely advertised in places accessible to all sections of the community.
- We arrange our waiting list in birth order. In addition our policy may take into account the following:
  - the vicinity of the home to the setting; and
  - siblings already attending the setting.
- We keep 2 places vacant, if this is financially viable, to accommodate emergency admissions.
- We describe the pre-school 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 the pre-school 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, and ethnicity or from English being a newly acquired additional language.
- We describe the pre-school and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the pre-school.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.

This policy was adopted at a meeting of

Our Lady of Lourdes Pre-School

Held on

\_\_\_\_\_ (date)

Date to be reviewed

\_\_\_\_\_ (date)

Signed on behalf of the management committee

Name of signatory

\_\_\_\_\_

Role of signatory (e.g. chair/committee)

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