

## Admissions Policy

It is our intention to make our Rise & Shine Day Nursery genuinely accessible to children and families from all sections of the local community.

In order to accomplish this, we will:

- ensure that the existence of the Nursery is widely known in all local communities. We will place notices advertising the Nursery in places where all sections of the community can see them, in more than one language as appropriate
- arrange our waiting list in order of date of birth so the most eligible gets the next available space
- keep a place vacant, if this is financially viable, in order to accommodate emergency admissions
- describe the Nursery and its practices to make it clear that it welcomes both parents, other relatives, and carers, including childminders. We also welcome people from all cultural, ethnic, religious and social groups, with and without disability
- monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place
- make our equal opportunities policy widely known
- consult with families about the opening times of the Nursery to avoid excluding anyone
- be flexible about attendance patterns so as to accommodate the needs of individual children and families

*Created: July 2014*

*Review: July 2015*

*Next review: July 2016*