

Admissions Policy

It is our intention to make our pre-school 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 pre-school is widely known in all the local communities. We will place notices advertising the pre-school in places where all sections of the community can see them.

Children are required to attend a minimum of 2 sessions per week on 2 separate days in order to enhance the continuity of care and education.

Arrange our waiting list on a first come, first served basis depending on availability and child's age, due to maintaining the correct staff ratio for each age group. We currently have availability for a maximum of 8 children under the age of 3 per session, with additional sessions allocated to the over 3's.

Give priority of places to those already attending the pre-school. This will include children who attend one Abacus setting, wishing to transfer to the other.

Treat children with additional needs on an individual and sympathetic basis. We liaise with parents, discussing individual requirements and how to meet them.

In the event sessions are accepted by the parent/carer and they wish to cancel individual sessions at a later date, we reserve the right to withdraw an additional session in order that we are able to refill these sessions. This is due to children having to attend a minimum of 2 sessions per week. i.e if your child attend 3 afternoons and you wish to drop 1 afternoon, we cannot reallocate this to a new child so you will need to drop all 3 sessions. In this scenario if the session cannot be filled internally with children already attending the Pre School you will be required to terminate your place.

Make our Equality and Diversity Policy known to parents. The pre-school has an equality and diversity policy that does not exclude

anybody on the grounds of gender, racial and cultural background, language, colour, religion, disability or special educational need.

In addition, the following policies and procedures are in place.

Equality and Diversity Policy.
SEN/Disability policy.

This policy was reviewed and adopted by Abacus on 29.9.14

Signed