

Banwell Buddies Admissions Policy

It is our intention to make Banwell Buddies Pre-School genuinely accessible to all children and families from all sections of the local community. We continue to consult with parents/carers to ensure that the group continues to meet the changing needs of the local community. In order to accomplish this we:

- Ensure that the existence of the pre-school is widely known in all local communities. We place notices advertising the pre-school in places where all sections of the community can see them for example, the local Children's Centre and the Parish Magazine.
- If at any time it becomes necessary to maintain a waiting list, we arrange this in order of date of birth. Children may be entered on the waiting list at any time providing they fill in a registration form.
- Describe the pre-school and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including child-minders and people from all cultural, ethnic, religious and social groups, with or without disabilities.
- Monitor the gender and ethnic background of the children joining the group to ensure that no accidental discrimination is taking place.
- Make our equal opportunities policy widely known.
- Be flexible about attendance patterns so as to accommodate the needs of individual children and their families.
- Maintain a rigorous admissions procedure to ensure the safety of all children in our care. This will include:
 - ❖ A prospectus supplying details of Banwell Buddies.
 - ❖ A registration document requiring personal details of the child. This will include contact/emergency contact information; allergies; authorised collection of child and password; parental responsibility; permissions for emergency treatment, outings, photographs, observations and dates attending. This registration document is required for each child prior to them starting. A non-refundable registration fee of £15.00 is payable on confirmation of a child's place at Banwell Buddies. The child's place will be confirmed in writing and will include the child's commencement date.
 - ❖ An appointed Key person to work closely with the child and family to support the child during the settling in period and throughout their time at Banwell Buddies.
 - ❖ A 'New Child Induction Sheet', to ensure parents/carers are fully informed about all aspects of Banwell Buddies.
 - ❖ An 'All About Me' booklet, for parents/carers to complete on their child's first day or just prior to starting, in order to provide their child's key person with important information which will help them support their individual needs.

All documents are kept safely and confidentially and in line with Banwell Buddies Data Protection Policy.

This policy was adopted at the meeting of -----

Held on -----

Signed on behalf of the Management Committee -----

Role of signatory -----