

**Charity no**

**MAIDS MORETON PRE-SCHOOL**

**EXTENDED SERVICES**

Admissions Policy

At Maids Moreton Pre-School Extended Service it is our intention to make our service accessible to children and families from all sections of the local community from the ages of 3-7 years of age between the hours of 8.00am to 9.00am and 3.00pm to 5.30pm Monday to Friday, **Term Time Only**. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. Parents with children aged 4 to 7 that require 52 weeks of child care will be sign posted to holiday club facilities in the area,for under 5s please contact the Family information service website www.bucksfamilyinfo.org for information of availability Child minders in the area, when Maids Moreton Pre-school Extended Services is closed.

**Procedures**

* We will ensure that Maids Moreton Pre-School Extended Services is widely advertised in places accessible to all sections of the community.
* We will ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through Makaton Sign Language.
* We will arrange our waiting list in birth order and priority being given to all 3 and 4 year olds. In addition our policy will take into account the following:
* The children who already attend Maids Moreton Pre-School and accessing the 30 hours Free Funding.
* The children from Maids Moreton CE School.
* We will endeavour to to keep place’s vacant, if this is financially viable, to accommodate an emergency admission.
* We describe our setting 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, ethnicity or from English being a newly acquired additional language.
* We make our Valuing Diversity and Promoting Equality Policy widely known.
* We are flexible about attendance patterns to accommodate the needs of individual children and families, providing this does not disrupt the continuity of Maids Moreton Pre-School Extended Services.