

Stepping Stone Pre School

Admission 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 local communities. We will place notices advertising the pre school in places where all sections of the community can see them, in more than one language if appropriate.
- arrange our waiting list in order of date of birth (see admissions criteria).
- Describe the pre school and its practices in terms which make it clear that it welcomes any parents/guardians other relations and carers, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place in respect of these matters.
- Make our equal opportunities widely known.
- Reserve 4 places for hostel children to fulfill our contract between Stepping Stone and North Hertfordshire District Council.
- Keep the hostel Warden informed of vacancies who then should individually inform hostel families of the pre school when they arrive in the hostel.
- Give priority to hostel children.
- Use our admission criteria in the event of over subscription.
- Make sure that registered addresses are where the child and family live.

- Not accept addresses of relatives and childminders.
- Ask for proof of residence if necessary.
- Not accept children for less than two sessions per week.

This policy was adopted at a meeting of the Pre School held on 17th January 2002

Reviewed July 2007

To be reviewed November 2009