



## **Admissions Policy**

Footsteps Pre-Nursery is registered for 25 children in total. Children are admitted from 2 years and the proportion of places available for children under 3 and over 3 depends on the staffing ratio available.

It is our intention to make our Pre-Nursery accessible to children and families from all sections of the community. In order to accomplish this we will:

Describe the Pre-Nursery and its procedures in terms that make it clear that everyone is welcome. Everyone meaning both fathers and mothers, other relations and carers including child minders and nannies, people from varying cultural, ethnic, religious and social groups, with or without disabilities.

Be flexible about attendance patterns so as to accommodate the needs of individual children, although children will not be admitted before they are 2 years. We also ask that children attend a minimum of 2 sessions per week, so as to aid in their settling in and ensure continuity.

Be flexible on accommodating children from outside the local area, and where travel is involved, be prepared to welcome children who may be late due to circumstances outside their control.

Ensure that all new children entering the local area are given a place as soon as possible.

Arrange our waiting list on a first come, first served basis. This means that parents who wish to secure a place complete a booking form and pay an administration fee. Booking forms are kept by the secretary in order of provisional start date and then by date of receipt. The admissions officer keeps track of the waiting list to ensure that places are allocated fairly.