



Out There Early Years Admissions Policy

Aims

- To ensure that there is a fair procedure in place for offering places.
- It is our intention to make our setting accessible to children and families from all sections of the community.
- To ensure families have clear information regarding the admissions process.

Policy

This setting is open to any child in the Bristol area but more specifically for children and parents in the BS4 area.

We ensure that information about our setting is widely advertised in places accessible to all sections of the local community.

No child shall receive less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, family status or disability.

Where places exist, they will be allocated on a first come first served basis. Where places do not exist, then a waiting list will be operated. We arrange this waiting list in birth order.

In addition, the Management can also decide on priorities for the waiting list. These may include:

- The vicinity of the home or workplace to the setting
- Siblings of children who attend Out There after school or holiday club.
- Children of working/ training parents
- Children in receipt of free school meals.
- Social Service referrals

For a child to attend the setting, they must be aged between 3 and 4 years old and be potty trained (not in nappies). This will need confirming on the registration form.

Parents/carers must have completed and signed an up to date registration form.

If additional support is required for a child to attend the setting, e.g. a support worker or if a child has medication needs, the scheme will work with the parents/ carers and other relevant professionals prior to admission and will aim to accommodate individual needs.

This policy will be reviewed annually.

This policy was adopted by: Out There Early Years	Date: May 2017
To be reviewed: May 2018	Signed: Jenny Brough

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