

Green Lane Pre-School Ltd

45-47 Green Lane, New Malden

Surrey KT3 5BU

Tel: 07804 438981

ADMISSION POLICY

Aim

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions policy:

- We ensure that our nursery is widely advertised in places accessible to all sections of the community such as the Families Magazine, local Guardian, local shop windows and leisure centres.
- We ensure the information about our setting is accessible and clear, in written and spoken form.
- We arrange our waiting list on the basis of first come first served.
- We describe our nursery and its practices in terms that make it clear that it welcomes fathers and mother, other relations and other carers, including childminders.
- We describe our nursery and its practises in terms of how it treats each child and their family, having regard to their diversity or needs arising from their gender, abilities, social background, religion, and ethnicity or from English being a new acquired additional language.
- We describe our nursery and its practices in term so how it enables children and/or parents with disabilities to take part in the life of the nursery. We have no steps throughout the building and have a disabled toilet.
- We have an equal opportunities policy - please see separate policy.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

Review Date: September 2024

Signature: Giovanna Hasham (Nursery Manager)