



KINDERGARTEN ADMISSIONS POLICY

AIMS

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. In order to achieve this we operate the following procedures:

PROCEDURES

- Information and registration forms about the Kindergarten can be found on www.thomas-s.co.uk and clicking on the Kindergarten tab
- The registrar can be contacted by e-mail or phone to make an appointment to visit the Kindergarten, or for further information.
- One day a week is allocated to give prospective parents/carers a short tour of the Kindergarten.
- On receipt of a registration form and fee the child is put on a registration list (waiting list) for their term of entry.
- Places are offered on a first come first served basis according to the date on which the registration form is received. However priority is given to siblings of current or former Kindergarten pupils and to siblings of current Thomas's main school pupils.
- Registration and possible offer of a place at the Kindergarten does not guarantee entry to the registration lists of Thomas's main schools. Parents also wishing to register their child at one of these schools should contact the school directly for guidance on the registration procedure, or refer to that school's area of our website.
- We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including nannies and childminders.
- 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, and ethnicity or from English being a newly acquired additional language.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.
- We monitor the gender of children joining the Kindergarten to ensure we have the similar amount of boys and girls per group.

See also: Disability Policy, EAL Policy, Equal Opportunities Policy, Inclusion Policy, SEND Policy SENDA & Accessibility Policy

| This policy will be reviewed annually | | | |
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| Created: January 2009 | By: | Sophie Nevin, Kindergarten Head | |
| Latest Review: March 2019 | By: | Joanna Copland, Vice Principal | Changes made |
| Next Review: September 2019 | By: | Kathy Ballantine, Kindergarten Head | |