



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 about the Kindergarten can be found on www.thomas-s.co.uk and clicking on the Kindergarten tab
- The registration process is online on our website
- The Registrar can be contacted by e-mail or phone for further information.
- One day a week is allocated to give prospective parents/carers a short tour of the Kindergarten. Tours are booked by calling the Kindergarten or emailing the Head. Please call 02077380400 to book a place on a tour.
- **No tours are currently being booked due to COVID-19**
- 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 based on the date of registration, whilst taking into account; an even spread of birth dates; an even number of boys and girls; and our sibling priority policy.
- Priority is given to siblings of current or former Kindergarten pupils and to siblings of current Thomas's main school pupils.
- Admission to the Kindergarten has no guarantee of registration at, or admission to, any of the Thomas's main schools.
- We welcome all families from various backgrounds, ethnic groups and religions
- 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

Latest Review: March 2020	By:	Kathy Ballantine, Kindergarten Head	Changes made
Next Review: March 2021	By:	Chantal Baard, Kindergarten Head	Changes made