



Admissions

Policy statement

Southwell Smiley Faces is accessible to children and families from all sections of the local community.

Procedures

- Southwell Smiley Faces ensure that Southwell Smiley Faces is widely advertised in places accessible to all sections of the community.
- We ensure that information about Southwell Smiley Faces is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- When required we arrange our waiting list in birth order.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe Southwell Smiley Faces 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, ethnicity or from English being a newly acquired additional language.
- We describe Southwell Smiley faces and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of Southwell Smiley faces .
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of Southwell Smiley Faces to ensure we accommodate a broad range of family need.

- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in Southwell Smiley Faces that provides stability for all the children.

This policy is applicable to both Pre-School and Out of school club