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Charity ref: 1147389  
Ofsted: EY457353

## Admissions Policy

### Statement of intent

It is our intention to make our setting accessible to children and families from all sections of the local community.

### Methods

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

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We describe our setting and its practices in terms which make it clear that we welcome both fathers and mothers, other relations, childminders and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- We arrange our waiting list in booking order. In addition, if we are oversubscribed, our policy will take into account the following:
  - families from the children's centre ward (St.Just, Pendeen, Morvah)
  - siblings of children already attending the setting.
- Once children are attending our setting, whether at pre-school or day care sessions, their place will be secure until they leave for school (potentially 3mths-4yrs).
- We keep a place vacant, if financially viable, to accommodate an emergency admission.
- We monitor the gender and ethnic backgrounds of children joining our setting to ensure that our intake is representative of local social diversity.
- We make our equal opportunities policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

- We will look at adult/child ratios, set out in the EYFS Welfare Requirements and viability of sessions, to decide when children can start.

This policy was adopted at a staff meeting of The Children's Ark:

Signed..... Print Name.....

Dated.....

And at The Children's Ark committee meeting:

Signed by chairperson..... Print Name.....

Dated.....

Date of review.....