

CATERPILLARS PRE-SCHOOL (SUSSEX) LIMITED

**33. ADMISSIONS POLICY**

It is our intention to make Caterpillars Pre-school genuinely accessible to children and families living within our local community. In order to accomplish this we will:

1.1. Ensure that the existence of Preschool is widely known within our local community. We will place notices advertising Preschool where all sections of the community living within our catchment area can see them.

1.2. The Preschool if required to produce a waiting list will be based on the principle of first come, first served basis.

1.3. Keep a place vacant, if financially viable, in order to accommodate emergency admissions.

1.4. We accept children from age 2 until school age.

1.5. Describe the Preschool and its practices in terms which make it clear that it welcomes mothers and fathers, other relations and other carers including child-minders and people from all cultural, ethnic, religious and social groups, with and without disabilities.

1.6. Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

1.7. Make our equal opportunities policy widely known.

1.8. Consult with families about opening times of the Preschool to avoid excluding anyone.

1.9. Be flexible about attendance patterns so as to accommodate the needs of individual children and families.

1.10. Continue to consult with local parents to ensure that the group goes on meeting the changing needs of the local community.

This policy was adopted by the Manager of Caterpillars Pre-school on 4th April, 2023

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Name of signatory: Catherine Clark

Role of signatory: Manager