



# Northern Lights Pre-School & Out of School Club

"Committed to safeguarding and promoting the welfare of children and young people".

## Admissions

At The Northern Lights Pre-school we operate an inclusion policy and all children regardless of nationality, religion, culture, race, gender, physical ability or disability, health or social class are welcome. It is our intention to make our pre-school accessible to children and families from all sections of the local community.

We aim to ensure that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures. All The Northern Lights places are subject to availability, taking into account staff/child ratios, the age of the child and registration requirements. In order to achieve this aim, we operate the following admissions policy:

- We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible - in written and spoken form - and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.

We arrange our waiting list in birth order. In addition our policy may take into account the following:

- Siblings already attending the pre-school.
- Length of time on the waiting list.
- Whether a child is attending another pre-school.

**The pre-school is open to every family in the community.**

- No more than **48** children aged from **2-5** years of age may attend at any one session.
- Children are admitted when they reach 2 years, dependent upon the availability of space, and readiness of the individual child to stay happily within the pre-school.
- Children may attend The Northern Lights pre-school for a minimum of six hours over two sessions and up to a maximum of thirty hours per week. Only in exceptional circumstances will we admit a child for only one session per week.
- We recommend that younger children should start with 2 or 3 sessions per week but may increase this to 4 or 5 when parents and staff feel they are ready and able to benefit from more sessions, subject to the availability of places.
- Parents/carers are encouraged to visit with their child shortly before admission is due, and should be prepared to stay with their child if necessary for the first session or two.
- We operate a flexible admissions procedure and where appropriate a child may attend for brief periods at first; gradually building up to a full session.

Last reviewed: April 2022