



Admissions Policy

It is our intention to make our pre-school genuinely accessible to children and families from all sections of the local community. In order to accomplish this:

- We are registered with the ministry to provide early childhood education to children aged 2 to 8 years. The minimum age at which children can be admitted to Footprints is two years.
- We ensure that the existence of the pre-school is widely known in all local communities.
- Parents/guardians and their child are warmly invited to view Footprints in session. If they wish to apply for a place at the pre-school, they need to complete an application form, which will be held on file. The pre-school Manager will contact parents in the term before their child's intended admission date and the offer of a pre-school place is made. Prior to admission, all paperwork relating to the child must be completed by the parents/guardians and returned to school. This includes full details of any support required for a child with a medical condition (please see medical policy).
- Our waiting list is arranged in order of date of birth, taking into account all other relevant priorities. In the event of demand for places exceeding room, priority would be given to:
 - a) Relevant looked after children
 - b) Children with a brother or sister already in the pre-school
 - c) Children of families who can demonstrate a close commitment to Footprints
- We describe the pre-school and its practices in terms which make it clear that it welcomes both mothers and fathers, including child-minders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- We make our equal opportunities policy widely known.

This policy was adopted by Footprints Pre-school

Date: _____

Signed by: _____
On behalf of Management (Manager, Owner, Chairperson)

Review Date: _____

Please note this is a guide to a policy and procedure. It is not meant to be directly copied and it is highly recommended that all members develop documents specific to their service and needs. This is not an exhaustive list and there may be other essentials required.