

Organisation Admissions

**Unique
Child**

**1.2 Inclusive
Practice**

**Positive
Relationships**

**2.1 Respecting
Each Other**

**Enabling
Environment**

**3.3 The Learning
Environment
3.4 The Wider
Context**

**Learning
Development**

It is our intention to make Haddenham Puddleducks 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 Haddenham Puddleducks Pre-school through open, fair and clearly communicated procedures.

- *We ensure that the existence of Haddenham Puddleducks Pre-school is widely advertised in places accessible to all sections of the community.*
- *We ensure that information about Haddenham Puddleducks Pre-school 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.*
- *We arrange our waiting list in the order we receive the application forms. We offer places taking into account the following:
siblings already attending Haddenham Puddleducks Pre-school at the time of offer and if taking a full provision in September the cut off point for offers will be the first day of term. (we cannot save a place for children born after this date)*
- *Children attend a minimum of 2 sessions.*
- *We keep a place vacant, if this is financially viable, to accommodate emergency admissions.*
- *Every effort will be made to accommodate all children wherever possible.*
- *We describe Haddenham Puddleducks Pre-school 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 Haddenham Puddleducks Pre-school 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 Haddenham Puddleducks Pre-school and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of Haddenham Puddleducks Pre-school.*
- *We make our Equality of Opportunities Policy widely known.*
- *We consult with families about the opening times of Haddenham Puddleducks Pre-school to ensure we accommodate a broad range of family need.*
- *A Welcome Pack is sent out once a place has been accepted. The pack contain all the information required by the setting for a child to start. Unless all the required forms are completed no child will be allowed to attend the setting unattended by the parents/Carer.*
- *15 hours Universal Free entitlement available.*
- *Limited places of up to 23.75 hours Extended Free entitlement subject to availability.*
- *Opening Hours:*

Monday	9.15am – 11.45am	11.45am – 1pm	1pm – 3.30pm
Tuesday	9.15am – 11.45am	11.45am – 1pm	
Wednesday	9.15am – 11.45am	11.45am – 1pm	1pm – 3.30pm
Thursday	9.15am – 11.45am	11.45am – 1pm	1pm – 3.30pm
Friday	9.15am – 11.45am	11.45am – 1pm	

This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020

Signed on behalf of Haddenham Puddleducks Pre-school by