



## **Information and records**

### **10.1 Admissions**

#### **Policy statement**

It is our intention to make our setting 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 setting through open, fair, and clearly communicated procedures.

#### **Procedures**

We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.

We ensure that information about our setting is accessible and provided in written and spoken form.

We describe our setting 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 how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.

We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.

We make our Valuing Diversity and Promoting Equality Policy widely known.

We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children. For each child we have a requirement of minimum 5 sessions a week which are to take place on three different days of the week; this minimum requirement is essential in fully supporting children learning journeys as well as effectively assess and monitor progress they make.

**This policy will be reviewed annually**

**This policy was adopted by Soraia Almeida on March 2024**

**Next review on March 2025**