**Admissions Policy**

It is the intention of Jack-in-the-Box to be as genuinely accessible to the children of families from all sections of the local community. In order to do this we will;

* Ensure the existence of the Pre-School is widely known in all local communities. We will place notices advertising the Pre-School in places where the community can see them, in more than one language if necessary.
* Make available welcome packs which include application forms and general information about the Pre-School.
* Arrange a waiting list in order of date of application.
* Be available for visits of prospective children and their parents/carers to enable them to decide if the Pre-School meets their needs.
* Keep a place vacant if financially viable, in order to accommodate emergency admissions.
* Describe the Pre-School and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and carers, including childminders, and people from all cultural, ethnic, religious and social groups with or without disabilities.
* Monitor the gender and ethnic background of children joining the Pre-School to ensure that no accidental discrimination is taking place.
* Make our equal opportunities policy widely known.
* Consult with families about the opening times of the Pre-School to avoid excluding anyone.
* Be flexible with parents about attendance patterns so as to communicate the needs of individual children and families, whilst making them aware of the policy of Derbyshire County Council regarding attendance and absences (see attached letter).
* Liaise with other agencies, such as childminders, after-school clubs and other childcare settings to provide the best available care and development for individual children.

This policy runs in conjunction with all other policies in place, particularly the Equal Opportunities and Special Needs Polices. All policies are available in both full and summarised form, if necessary all documents will be translated into other languages, Braille, or signed if required.