



# Admissions Policy

## Statement of Intent

It is our intention to make our Pre-School accessible to children and families from all sections of the local community.

## Aim

We aim to ensure that all sections of our community have access to the Pre-School through open, fair and clearly communicated procedures.

## Methods

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.
- Admission criteria for St Alphege Pre-School, in order of priority are:
  1. Regular attendance (more than once a month) at worship in the ecclesiastical Parish of Solihull (i.e. at St Alphege, St Helens or St Michaels District Churches), including active involvement at the heart of the church.
  2. Regular attendance (at least once per month) at worship in the ecclesiastical Parish of Solihull, or regular attendance and active involvement at another place of worship.
  3. Occasional attendance at worship in the ecclesiastical Parish of Solihull or another place of worship.

The above criteria will be verified by the minister / religious leader of the relevant place of worship.

The remaining criteria, in no particular order:

- Child is baptised - proof of baptism is required
  - Attendance at children's church groups, e.g. Daddy and Me, Little Treasures, 2's Group
  - Proximity to St Alphege Pre-School
  - A sibling who attends / attended St Alphege Pre-School or St Alphege Infant / Junior Schools
  - Should you feel that other special circumstances may apply, please document this clearly and attach to the application form.
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- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
  - We describe our Pre-School and its practices in terms which make it clear that it welcomes both, fathers and mothers, other relations and other carers, including childminders.
  - We describe our Pre-School and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
  - We describe our Pre-School and its practices in terms of how it enables children with disabilities to take part in the life of the Pre-School.
  - We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
  - We make our equal opportunities policy widely known.
  - We consult with families about the opening times of the Pre-School to avoid excluding anyone.
  - We are flexible about attendance patterns to accommodate the needs of individual children and families.

## There is no appeals procedure should you be unsuccessful in your application

This policy was adopted at the Annual General Meeting of St Alphege Pre-School.

Last Review: 9<sup>th</sup> June 2011  
Next Review: June 2012

Signed on behalf of the Pre-School Sarah Sabine  
Sarah Sabine, Chair Person