

# Admissions policy

## **We will ensure that**

All information about Stepping Stones is widely advertised in places accessible to all sections of the community

When requested this information will be made available

We ensure no accidental or positive discrimination takes place

We accommodate the needs of individual children and families by offering flexible attendance

We will attempt to meet the needs of all children

Parents and cares provide information about the child

All information about the child will be kept in the child's individual records, kept in a secure place and only made available to the necessary people

Policies and procedures are in place in accordance with the Statutory Framework for the Early Years Foundation Stage

Parents/cares will be given copies of policies and procedures

Admission will be granted as follows

If there is a vacancy and we can accommodate the needs of the child a place will be offered

If no place is available the child's name will be put on a waiting list

The child who is at the top of the waiting list for the appropriate vacancy will be offered the place first

Priority will be given for children who have siblings already attending

## **Initial visits/enquiry**

Any parent and child is welcome to visit at any time no appointment is necessary

## **Introductory visits**

At Stepping Stones we offer unlimited visits which are free of charge

The parent and child can spend time with staff in their Nursery Room

Relevant forms are completed while the child spends time in the nursery

The child stays at nursery without parents for a short time

Reviewed- Oct 15