



## ADMISSIONS POLICY

**In accordance with Standard 1 NMS (2016): Information – Parents have all the information they need to make an informed choice about the childcare service they require.**

Happitots and Tinytots are accessible to all children regardless of gender, disability, culture or religion from all sections of the local community. In order to ensure this, the group will:

- Ensure the existence of the group is widely known in all local communities. Notices advertising the group will be displayed in places where all sections of the community can see them, in more than one language when appropriate.
- Describe the group and its practices in terms which make it clear that all are welcome.
- Have flexibility in the waiting list to ensure that children in need can be admitted and have priority where necessary. It is good practice to keep a place vacant, if financially viable, to accommodate emergency admissions
- Arrange informal visits to the group for parents/carers and children, prior to the offer of a place, and give parents/carers the opportunity to discuss the admission of their children with the Setting Leaders or Responsible Individual
- Consult with families about opening times of the group to avoid excluding anyone.
- Be flexible about attendance patterns to accommodate the needs of the individual children and families.
- Encourage parental involvement in the management and day-to-day running of the group.
- Monitor the gender and ethnic background of children joining the group to ensure no accidental discrimination is taking place.

### Session Times and Number of Places

Happitots 3+ runs for 10 sessions each week: Monday to Friday 9.00-11.30am and 12.30pm - 3pm and is registered for 16 children in the mornings and 16 each afternoon.

Tinytots Flying Start runs for 5 sessions each week – Monday to Friday 9.00- 11.30 am and is registered for 12 places.

### Setting Leaders and Responsible Individual

- The Setting Leader and Person in Charge of Happitots 3+ is Anna Wygold.
- The Setting Leader and Person in Charge of Tinytots Flying Start is Louise Simister.
- The Responsible Individual for Happitots and Tinytots is Wendi Terry, Deputy Headteacher of Welshpool Church in Wales Primary School (01938 538 660) and is regulated under the umbrella of the school's Governing Body.
- The Chair of the Governing Body is Galahad Longshadow.

Please also see the Equal Opportunities Policy.

*Please refer also to The Child Minding and Day Care (Wales) Regulations 2010 (Regulation 25) and the Wales Pre-School Providers Association Policies and Procedures.*

Signed: Wendi Terry (Responsible Individual)

Date: November 2023

Review date: November 2024