**Statement of Intent**

It is our intention to make TreeHouse Pre-School as accessible as possible to children and families in our local community, regardless of race, gender, religion, social background or culture.

**Aim**

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

**Methods**

In order to achieve this aim, we operate the following admissions policy:

* We arrange our waiting list in birth order, although we may take into account the following:

1. siblings already attending the pre-school
2. proximity of the child’s home to the pre-school

* We ensure that Treehouse Pre-School is marketed in such a way as to reach all sections of our local community
* We describe our pre-school in terms which make it clear that we welcome both fathers and mothers, other relations and other carers, including childminders
* We are committed to a policy of full inclusion, therefore we describe our pre-school and it’s practices in terms of how we treat individuals regardless of gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English
* Information, written and spoken, will be clearly communicated in as many languages as required. If necessary, we will try to provide information in Braille, through signing or through an interpreter
* We describe our pre-school and its practises in terms which demonstrate that children will be treated as individuals and respected
* We describe our pre-school and its practises in terms of how it enables children with disabilities to take part in pre-school life
* We monitor the gender and ethnic background of children joining the pre-school to ensure that no accidental discrimination is taking place
* Our equal opportunities policy is widely known and readily available
* We consult with our 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

**Fee Increases**

Fees will be increased on a regular basis in line with Government funding changes and parents/ carers will be given due notice of any proposed increases.

This policy was adopted by the committee at a meeting of TreeHouse Pre-school

This policy was reviewed 18/06/13