



*Childcare Specialists in Nursery, After School and Holiday clubs.*

### Admissions Policy

#### **Statement of Intent**

It is our intention to make The Big Adventure Club 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 Big Adventure Club through open, fair and clearly communicated procedures.

#### **Method**

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

- We ensure that the existence of The Big Adventure Club is widely advertised in places accessible to all sections of the community.
- We ensure that information about The Big Adventure Club is accessible - in written and spoken form - and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, signing or an interpreter.
- We arrange our waiting list in birth order. In addition, our policy may take into account the following:
  - A child in the care of a local authority or provided with accommodation by that authority (as defined by section 22 of the Children Act 1989) 2004, 2006.
    - the vicinity of the home to The Big Adventure Club;
    - Siblings already attending The Big Adventure Club.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe The Big Adventure Club and its practices in terms which make it clear that it welcomes Fathers and Mothers, other relations and carers, including child minders.
- We describe The Big Adventure Club 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 The Big Adventure Club and its practices in terms of how it enables children with disabilities to take part in the life of the club.
- 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 Big Adventure Club to avoid excluding anyone.
- We are flexible where possible about attendance patterns to accommodate the needs of individual children and families.
- Parents will be assured that staffs are always happy to listen and help should any problems arise with their child and that any concerns will be dealt with confidentially.

The Big Adventure Club staff and management will ensure that Parents/carers are aware that The Big Adventure Club Day Care is there for everyone and that Parents have something positive to offer the group. Parents/carers will be encouraged to take an active part in their child's development and play.