


## **ADMISSIONS POLICY**

*It is our intention to make KEYfs genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:*

- *Ensure that the existence of KEYfs is widely known in all local communities. We will place notices advertising KEYfs in places where all sections of the community can see them, giving a contact name and address.*
- *Arrange our waiting list in order of date of birth. Older children to be admitted first.*
- *Keep a place vacant, if this is financially viable; in order to accommodate emergency admissions.*
- *Prioritise those identified as vulnerable, looked after children or children with Special Educational Needs and offer sessions that may be most suited to their needs.*
- *Describe KEYfs and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including child minders, and other people from all cultural, ethnic, religious and social groups, with and without disabilities.*
- *Make our Equal Opportunities Policy freely available on the web site.*
- *Be flexible about the attendance patterns to accommodate the needs of individual children and families.*

*This policy was adopted at a meeting of KEYfs held in October 2016. Reviewed Jan 2019. Reviewed again Jan 2022.*

*Signed on behalf of KEYfs:-*

.....  ..... *Deb J Manns (Owl)*