



## KINDERGARTEN ADMISSIONS POLICY

### AIMS

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

### PROCEDURES

In order to achieve our aim, we operate the following admission procedures:

- Information and registration forms about the Kindergarten can be found on [www.thomas-s.co.uk](http://www.thomas-s.co.uk).
- The registrar can be contacted by e-mail or phone to make an appointment to visit the Kindergarten or for further information.
- One day a week is allocated to give prospecting parents/carers a short tour of the Kindergarten.
- On receipt of a registration form and fee the child is put on a registration list (waiting list) for their term of entry.
- Places are offered on a first come first served basis according to the date on which the registration form is received. However, priority is given to siblings of current or former Kindergarten pupils and to siblings of current Thomas's main school pupils.
- We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including nannies and childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.
- We monitor the gender of children joining the Kindergarten to ensure we have the similar amount of boys and girls per group.

Thomas's Kindergarten is a member of the Thomas's London Day Schools group and enjoys many links with the main schools. However, it is also an autonomous setting and admission to the kindergarten does not guarantee automatic admission to any of the main schools.

**See also:**      [Disability Policy](#) , [EAL Policy](#) , [Equal Opportunities Policy](#) , [Inclusion Policy](#) , [SEND Policy](#) [SENDA](#) & [Accessibility Policy](#)

<b>This policy will be reviewed annually</b>			
Latest Review: September 2017	By:	Kathy Ballantine, Acting Head	Changes made
Next Review: September 2018	By:	Kindergarten Head	