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| **Introduction** |
| At Little Birch Pre-School It is our intention to make our Pre-school accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the Pre-school through open, fair and clearly communicated procedures. |

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| **Procedures** |
| * We ensure that the existence of our Pre-school is widely advertised in places accessible to all sections of the community. * We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request. * We arrange our waiting list on a first come first served basis. * We will try and accommodate children who wish to start with us in January, by booking sessions in with the September allocations, where this is financially viable and spaces allow. * If the Pre-school is in a situation where we have to turn children away because of a session being held, the parents/carers will have the opportunity to either start paying for the session(s) immediately, or cancelling the sessions. * Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome. * Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English. * We support children and/or parents with disabilities to take full part in all activities within our setting. * We monitor the needs and background of children joining our setting on the Admission Form, to ensure that no accidental or unintentional discrimination is taking place. * We share and widely promote our Valuing Diversity and Promoting Equality Policy. * Failure to comply with the terms and conditions (see 10.1) may ultimately result in the provision of a place being withdrawn. |