

## Admission

**The manager is aware that children may have an additional need and will ensure that appropriate action will be taken when such a child is admitted to the provision. Steps will be taken to promote the welfare of the child in partnership with the parents and other relevant parties.**

### Procedure of the setting

Details of families who wish to use our service are asked to complete a card recording date on returning the card were details will be recorded on our waiting list.

Children who wish to join our setting have equal chance to do so

Depending on the availability, children who reach the appropriate age will be notified by letter.

In the event of two dates of birth dates being the same, the date of application will be taken into consideration. Priority will be given to the earliest date recorded on card.

Arrangements will be made for an introduction to staff and viewing of the setting will take place, child's needs will be discussed an arrangement made for child to meet the children and staff.

Prospectus/all relevant information will be given to parents/carer regarding the operational running of the setting.

All relevant documentation to be completed on visits

Written notification will be given on regarding start date.

Dated: 29/10/2009

Review Date: 01/11/2010