

Hillside Pre-School and Early Learning Group Policies and Procedures

Admissions and Attendance Policy

Admissions:

The Childcare Provision will comply with its obligations under the Equality Act 2010.

- ⌚ We aim to make the group accessible to all families from the local community.
- ⌚ We welcome children, fathers and mothers, other relatives, other carers and people from ethnic, religious and social groups, with and without disabilities.
- ⌚ In consultation with parents/carers we will endeavour to accommodate all children's needs, being flexible enough to adapt to the changing needs of the child.
- ⌚ Our waiting list is arranged in order of Date of Birth.
- ⌚ In order to accommodate emergency admissions we endeavour to keep available spaces if this is financially viable.
- ⌚ We are flexible about attendance patterns and payment in order to accommodate the needs of individual children and families.
- ⌚ The group's policies and procedures are available to all – they are in our foyer and on our website.

Attendance:

All absences must be notified to us on the first day of the child's non-attendance due to illness/absence/family circumstances. Parents/carers should also advise us if their child will be absent for a holiday (maximum two weeks).

The pre-school will monitor patterns and trends in absence and use their professional judgement if the child's absence should be considered as prolonged. Consideration will be given to the child/parent/home circumstances or if the family cannot be contacted.

Our duty is to refer any concerns to the Family Support and Action Line (FSAL) on 01305 228558 (EYFS Statutory Framework requirements September 2026)