



A world in which Autism is celebrated.

Registered Charity No. 1152188

Administration

48. Admissions.

Policy statement

It is our intention to make our setting accessible to children/young people and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community, through leaflets, posters and the internet.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language if requested. We will try to provide this documentation in other formats i.e. - larger print, where language needs of families suggest this is required.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers.
- 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 describe our setting and its practices in terms of how it enables children/young people and/or parents/carers with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children/young people joining the group, to ensure that our intake is representative of social diversity, although this is not always possible as statistically boys are more likely to have ASD than girls, and our intake of children/young people reflects this.
- We make our Valuing Diversity and Promoting Equality Policy widely known.

- We accommodate a broad range of family needs and have sessions for children from year 1 (August 31st after their 5th birthday) and young people up to the age of 25 years.
- We also provide support groups for parents and adults with a late diagnosis.
- We are flexible about attendance patterns to accommodate the needs of individual children/young people and families, providing these do not disrupt the continuity of the setting and fees continue to be paid during any period of absence.
- However children/young people whom are deemed to be a potential danger to either themselves other children/young people or staff will be excluded from their place at Sunbeams.

This policy was adopted on

20th April 2015

Policy updated

August 2025

Date to be reviewed

April 2027

Signed on behalf of the management committee

Name of Signatory – Sue Carr

Role of Signatory - CEO

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	18/08/2025
Sue Carr	28/04/2026