

# ADMISSIONS POLICY

## Statement of intent

It is our intention to make our pre-school accessible to children and families from all sections of the local community.

## Aim

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

## Methods

In order to achieve this aim, we operate the following admissions policy:

- We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible - in written and spoken form.
- We describe our setting and its practices in terms that make it clear that we welcome fathers and mothers, other relations and other carers, including 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, background, religion, ethnicity or competence in spoken English. We will liaise fully with parents and professionals to ensure that it would be in the child's best interests to attend the group.
- Our equal opportunities policy is available on the website and in the parent's handbook.
- The pre-school is open to every family in the community.
- Children are admitted when they reach 2 years, dependent upon the availability of space, and readiness of the individual child to stay happily within the group. A child can remain with us until they start school. The preschool aims to support the child care needs of its staff where possible. Therefore staff of the preschool whose children are over 2 years old may enrol them so long as this does not interfere with the effectiveness of the member of staff in the running of the sessions.
- Children that will be school age next September may attend the pre-school for between 1 and 5 morning sessions per week. These sessions are 3 hours long. Children from 2 years old may attend the pre-school for between 1 and 4 afternoon sessions per week. These sessions are 2.5 hours long.
- No more than 28 children may attend at any one morning session, and no more than 20 children may attend at any one afternoon session.

- A child can be registered on the waiting list from 18 months.
- Once an application form has been received, the parents will receive email/telephone confirmation and further details of their allocation status.
- We arrange our waiting list in date of birth order. In addition our policy may take into account the following:
  1. the proximity of the home to the pre-school
  2. the date of registration
  3. siblings already attending the pre-school
  4. whether the child is attending another pre-school
  5. the discretion of the Committee
- Parents will be expected to inform the Manager in writing of their child's specific needs or medical conditions when a child is put on the waiting list. We can then ensure we can meet their child's needs, check that our insurance cover is adequate, and, if necessary, seek help and guidance from relevant professionals.
- The pre-school may have to ask a parent's permission to contact a child's GP or other involved professional - see our Special Educational Needs Policy.
- Once a child's name is on the waiting list, parents will be contacted in the term prior to the date the child is eligible to start pre-school to ask for their preferred choice of days. Following this the pre-school will confirm allocated sessions by letter.
- Each academic year each child's session(s) will be reviewed according to our priority list.
- Parents/carers are encouraged to visit with their child shortly before admission is due, and should be prepared to stay with their child if necessary for the first session or two.
- If your child is not toilet trained, please inform the pre-school at your initial visit. Nappy changing facilities are now available so your child does not need to be toilet trained.
- Grants are available for children who are already 3 and 4 years old. We will inform parents if they are eligible. (Grant available term after the child is 3).
- We are flexible about attendance patterns and wherever possible accommodate the needs of individual children and families. The nursery education funding rules state that 'I understand my child could lose their funded place if they do not attend regularly without a reason being provided for their absence'. Therefore, if your child has not attended half of their sessions in any half term period they will lose their place at the pre-school unless they have a valid reason (e.g. letter from doctor in the case of serious illness or holiday). If your child has not attended pre-school for 3 weeks without any explanation we reserve the right to offer their sessions to another child after contacting you and discussing the situation.
- If a child is to leave our setting before moving on to school, or to reduce the number of sessions attended, parents must give at least two weeks notice of the leaving date in writing. Fees will be payable (or grant claimed by us), until that date.