



ADMISSIONS POLICY

Policy Statement

It is our intention to make our pre-school accessible to children and families from all sections of the local community regardless of ethnicity, gender, special education needs, disabilities, background, religion or competence in spoken English.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information is accessible using simple plain English, in spoken or written form.
- We describe our pre-school and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers including childminders.
- We describe our pre-school 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, ethnicity or from English being a newly acquired additional language.
- We describe our pre-school and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental or unintentional discrimination is taking place.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

Admissions Policy

- Our main admission of new children takes place at the beginning of each new school year in the Autumn Term – every September.
- We operate admissions and allocate sessions to new children through our Waiting List.
- We usually arrange our Waiting List in date of birth order with oldest children taking priority. This is usually regardless of the time spent on the Waiting List.



ADMISSIONS POLICY (continued)

- A completed Registration Form must be received in order to add a child to our Waiting List.
- The Registration Form must be received before any deadline we set in order for a child to be added to the Waiting List for admission in September.
- As part of our admissions process, we require a parent to visit the pre-school with their child so that we can show them around the setting.
- After any deadline has passed, we begin to allocate sessions and offer places to new children wishing to join in September.
- Although our main intake is in September, we will also accept new children into Pre-School in the Spring Term (January) and Summer Term (April), subject to places still being available.
- In addition, our policy may take into account:
 - The age of the child with priority given to 3- and 4-year-old children who are eligible for the 15 hours of universal or 30 hours of extended funding.
 - Whether any siblings already attend the setting.
 - The vicinity of the home to the setting.
 - The capacity of the setting to meet the individual needs of the child.
- We reserve the right to vary our admissions policy at any time.

Allocation of Sessions and Places in September Each Year

- Children already who have been attending pre-school for at least one term normally have priority for requesting increases or changes to their sessions each September over the Waiting List. We try to accommodate requests from existing children provided that this does not disrupt the pattern of continuity in the setting or prevent new children from joining the pre-school.
- Parents of existing children are asked to request any changes to their child's sessions for the forthcoming September by the end of the preceding Spring Term. Parents should note that they are committed to any increased sessions allocated and, if they subsequently cancel additional sessions in September, we reserve the right to impose a full half term's fees in respect of any sessions cancelled.
- Once requests from existing children have been accommodated, we admit new children in date of birth order, oldest children taking priority.



ADMISSIONS POLICY (continued)

- Priority is usually given to 3- and 4-year-old children who are eligible for the 15 hours of universal or 30 hours of extended funding from September (over children entitled to receive this funding from the following January or April).
- We try to be flexible about the allocation of morning and afternoon sessions and endeavour to accommodate preferences provided that this does not disrupt the pattern of continuity in the setting or prevent other new children from joining the pre-school.
- Morning sessions are usually allocated to children who are least 3 years old.
- We require a child to attend a minimum of two sessions a week.
- Once a child has been offered a place at pre-school, an administration fee of £15 is required to accept and secure that place. This £15 is then offset against any fees due once the place is taken up in September (or may be fully refunded on request if there are no fees due). If the £15 administration fee is not received within the timescale requested, the place offered is withdrawn and then reallocated to another child from the Waiting List.

Admission of Rising 3-Year-Old Children

- The earliest age we are usually able to offer a child a place is when they are a 'Rising 3' – this is the term when they are due to turn 3 years old.
- We accept the 15 hours a week of Targeted and Working Parents Entitlement 2-Year-Old Funding. However, we can only offer places to Rising 3-year-old children provided we have sessions available.
- We usually offer Rising 3-year-old children afternoon sessions.
- We require Rising 3-year-old children to attend a minimum of two session a week.
- We can usually accommodate a maximum of four Rising 3-year-old children in each session.
- We reserve the right not to offer a place to a Rising 3-year-old child where we are aware that the parents intend to move the child to another local setting when they reach the age of three.