

## **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 of how it treats each child and their family, having regards 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 request.
- 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 pre-school aims to support the child care needs of its staff where possible. Therefore staff of the pre-school whose children are over 2 years old may enrol them as long as this does not interfere with the effectiveness of the member of staff in the running of the sessions.
- No more than 32 children may attend at any one morning session and no more than 24 children may attend at any one afternoon session.
- 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 birth order. In addition our policy may take into account:
  - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two year old children.
  - the vicinity of the home to the setting.

- 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 email/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 available so your child does not need to be toilet trained.
- Children become eligible for Nursery Education Funding the term after their 3<sup>rd</sup> birthday.
- 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 funding claimed by us), until that date.

Signed on behalf of the provider.....

Name of Signatory.....

Role of Signatory.....

Date.....