Information and Records

10.2 Admissions

Policy statement

It is our intention to make our setting accessible to children 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.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our admissions on a year by year process. Applications for the following academic year open on January 1st and close on 3rd March. In addition our policy may take into account the following:
  - Looked after children
  - siblings already attending the setting;
  - the vicinity of the home to the setting;
  - the capacity of the setting to meet the individual needs of the child.
- Late applications, i.e. those not submitted to pre-school by 31st March will be considered after all on time applications and as such these applications may be disadvantaged in consideration of their preferences.
- We are registered with Ofsted for 24 children per session, no more than 8 being less than 3.
- We offer funded places in accordance with the Code of Practice and any local conditions in place at the time. We will supply parents of grant eligible children with the appropriate documentation. Grants are available to children the term following their third birthday. Prior to this, fees are charged and payable on a half term basis.
- We offer 3 / 4 year old 15 & 30 hour funded places in accordance with the code of practice and any local conditions in place at the time. We will supply parents of grant eligible children with appropriate documentation. Funding is available to children the term following their third birthday. Prior to this, fees are charged and payable on a half termly basis.
- Children who are not in the Rising 5 Cohort will be able to access 29.5 hours from their 30 hour funding. This will rise to the full 30 hours the year prior to starting school.
- We offer funded places for eligible 2 year olds, in accordance with the Code of Practice and any local conditions in place at the time. Funding is available the term following their second birthday.

- In line with school admissions, most children start at pre-school in the autumn term. We are unable to hold places open for those children who have either a spring or summer birthday. However, they are given priority should place become available and usually can have the sessions of their choice the following autumn term.

- We welcome children from 2 years and 0 months, dependant on the availability of space and readiness of the individual child to stay happily within the group. A child may remain with us until the term before his or her 5th birthday.

- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome to visit with their child shortly before admission. Parents/carers should be prepared to stay with their child during this visit if necessary.

- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.

- We support children and/or parents with disabilities to take full part in all activities within our setting.

- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.

- Only in exceptional circumstances will we admit a child for only one session per week. We recommend that younger children start with 2 sessions per week. We offer the option to increase this when staff and parents feel they are ready, subject to availability of spaces.

- 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. The nursery education funding rules state the 'I understand my child could lose their funded place if they do not attend regularly with a reason being provided for their absence'. Therefore if your child has not attended half of their sessions in any half term they will lose their place, unless they have a valid reason (e.g. medical note, family holiday). If your child fails to attend pre-school for three consecutive weeks without explanation we reserve the right to offer their sessions to another child after contacting you and discussing the individual situation.

- We offer a 5% discount to siblings attending the pre-school. This is discounted from the youngest child’s invoice.

- If a child leaves the setting before school age, or reduces the number of sessions attended, parents must give at least two weeks’ notice of the leaving date in writing. Fees will be payable until that date.

- We make our Valuing Diversity and Promoting Equality Policy widely known.

- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.

- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

Associated forms/documents

Parkgate Pre-School Prospectus

Application to join Parkgate Pre-School

Registration form for Parkgate Pre-School

This revised policy was adopted at a meeting of Parkgate Pre-school name of setting
Held on 14 May 2018 (date)
Effective from 14 May 2018 (date)
Date to be reviewed 14 May 2019 (date)
Signed on behalf of the management committee Challam
Name of signatory Cassie Hallam
Role of signatory (e.g. chair/owner) Chair

Change control log

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Effective Date</th>
<th>Changes</th>
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<tbody>
<tr>
<td>1.0</td>
<td>01-Mar-2012</td>
<td>Initial document release</td>
</tr>
<tr>
<td>2.0</td>
<td>13-Dec-2012</td>
<td>Document renumbered in line with revised EYFS (2012). Reference to EYFS key themes and commitments removed. Added associated forms/documents section.</td>
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<tr>
<td>3.0</td>
<td>04 Dec 2013</td>
<td>Policy Review</td>
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<tr>
<td>4.0</td>
<td>03 Jan 2015</td>
<td>Policy Reviewed</td>
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<tr>
<td>5.0</td>
<td>12 Jan 2016</td>
<td>Policy Reviewed</td>
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<tr>
<td>6.0</td>
<td>10 June 2017</td>
<td>Updated procedure relating to accessibility of information about the setting. Updated procedure regarding waiting list criteria. Updated procedure about funded places. Updated procedures regarding positive regard for and understanding of difference and ability. Updated procedure about supporting disabilities. Updated procedure on registration form monitoring.</td>
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<td>7.0</td>
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<td>Policy updated</td>
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