

Admissions and Waiting List 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 their gender, special education needs, medical conditions, disabilities, economic background, religion, ethnicity or confidence in English.

Marketing

We advertise the pre-school, open days and fundraising events widely in the local community and have a prospectus and website, which we will make every effort to translate into different languages, braille or employ the services of an interpreter or signer if required.

Parents and Carers

We recognise that all families are different and welcome fathers and mothers as well as other relations and carers, including childminders to our setting.

Special Needs and Disabilities

We believe that *every* child is entitled to access our provision and we will make all possible effort to ensure that children with special needs or disabilities take a full part in the life of the pre-school.

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

Places

The waiting list is arranged in order of start date, date applied, date of birth and priority is given to children who require all day. Where possible we are flexible about attendance patterns to accommodate the needs of individual families. However, places are allocated in advance and when a child is absent from a session we cannot make it up elsewhere.

Our preferred maximum number per session is eighteen, which includes a maximum of four 2 year olds. If a child aged 3 or over wishes to book an extra 'ad hoc' session we can have up to twenty children per session provided we are within government ratio.

When can a child start?

Children can start at the pre-school on their second birthday.

We recommend that parents and carers talk to staff before considering sending their two year old for a full day.

Funding

The table below shows when a child will become eligible for their free early learning place.

| If a child is 3 between | They are eligible for a free place from |
|---|---|
| 1 st April and 31 st August | 1 st September following their 3 rd birthday or the beginning of the autumn* school term. |
| 1 st September and 31 st December | 1 st January following their 3 rd birthday or the beginning of the spring* school term. |
| 1 st January and 31 st March | 1 st April following their 3 rd birthday or the beginning of the summer* school term. |

*based on a three term school year.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEN Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

Session Allocation Policy

Early Education is offered within the national parameters:

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

In the second half term of each term we send out a Session Request Letter to all parents asking them to let us know what sessions they require for the up and coming term.

All parents will be given the opportunity to change their sessions at this point if they so wish, on the understanding that this is dependent on the places available and that children already occupying the sessions have a prior claim to them.

Parents will be given a deadline date in the Session Request Letter. If they do not respond by this deadline then we will assume that they require the same sessions as the previous term.

Once a child is attending a particular session, then it remains their prerogative to continue to attend at this time unless the session concerned is unfunded and they have defaulted on their payments.

Registration Process

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy will not be retained, but may be requested again at a later date.

The Admission Policy is available via our website and upon request.

Early Education is offered to families 38 weeks of the year. The funded hours can be claimed (to the maximum available) – Monday, Thursday and Friday: 9.15 to 3.30 and Tuesday and Wednesday 9.00 am to 4.30 pm.