

# **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 (The Management) 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.

1. We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
2. We ensure that information about our pre-school is accessible - in written and spoken form.
3. When offering a child a place in our setting, our policy may take into account the following
  - siblings already attending the pre-school
  - length of time on the waiting list
  - whether a child is attending another pre-school
4. The pre-school is open to every family in the community
5. No more than 30 children may attend at any given time.
6. Children are admitted when they reach 2 years of age, 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 the term before his or her 5th birthday. 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.
7. When starting at Little Sunbeams we recommend that younger children should start with 2 or 3 sessions per week but may increase this to 4 or 5 when parents and staff feel they are ready and able to benefit from more sessions, subject to availability of places.
8. We welcome children regardless of 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.
9. 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. All

children must visit preschool at least once prior to attending their first session. We operate a flexible admissions procedure and where appropriate a child may attend for brief periods at first; gradually building up to a full session.

10. Government Grant Funding of up to 15 hours free education is available for all children, the term after their third birthday. Some children aged 3 and above may be eligible for extended weekly hours subject to certain terms. This currently stands at up to 30 hours per week and we are currently able to offer our qualifying children a maximum of 28 hours per week. (Further information can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) Additional funding is also available for some children the term following their second birthday, providing their personal circumstances meet the criteria. We will inform parents of their entitlement.
11. We are flexible about attendance patterns wherever possible to accommodate the needs of individual children and families.
12. All paperwork and registration forms must be completed and be handed to a manager at least 24 hours before a child attends their first session.
13. Once an enrolment form has been completed, a child is placed on our waiting list and will be contacted 4-6 weeks prior to starting. Specific allocated spaces can only be held subject to management approval and for no longer than 6 weeks prior to a child starting.

**If a child fails to attend for three consecutive sessions, and no contact between parent and provider takes place, the child's place may be reviewed. (see our Absence Procedure)**

Version	Changes made	Author	Date
1.0	Baseline version	Lyn D	12 <sup>th</sup> Oct 2015
1.1	10) Change of wording to include that Two Year Funding may be available to some individuals	Lyn D	5 <sup>th</sup> Nov 2015
1.2	5) Change of wording re: maximum number of children attending per session	Lyn D	6 <sup>th</sup> Feb 2016
1.3	12) additional paragraph added regarding receipt of registration forms	Lyn D	27 <sup>th</sup> Sept 2016
1.4	9) reference to child visiting prior to their first session	Lyn D	2 <sup>nd</sup> Aug 2017
1.5	Method:	Lyn D	1 <sup>st</sup> Aug 2018

	5) Change to reflect we are registered for 30 children 10) Reference to 30 hours funding 13) additional paragraph relating to waiting list procedure Reference to our Absence Procedure (in bold)		
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