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 follow the admissions policy procedures below ;

1. We ensure that 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 both written and spoken forms.
3. When offering a child a place in our setting, we may take the following factors into account:
    - Whether the child has siblings already attending the preschool
    - The length of time the child has been on the waiting list
    - Whether the child is attending another pre-school
4. The pre-school is open to every family in the community.
5. Staff may enrol their children who are over 2 years old, provided this does not affect their ability to run the sessions effectively.
6. No more than 26 children may attend at any one time except during the lunchtime period from 12pm to 1pm. This exception allows for the overlap between children attending morning-only and afternoon-only sessions.
7. Children may be admitted from the age of 2, subject to space being available and the individual child being ready to stay happily within the group. Children may remain with us until the term before their 5th birthday.
8. When younger children start with us we recommend two or three sessions per week this may increase to four or five sessions when parents and staff agree that the child is ready and would benefit from additional sessions, subject to availability.
9. We welcome children regardless of gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We work closely with parents and professionals to ensure that attending the group is in the child's best interests.
10. Parents and carers are encouraged to visit with their child shortly before admission and should be prepared to stay for the first session or two if necessary. Before their first

session, all children must attend an hour long stay and play session accompanied by an adult. Our admissions procedure is flexible: where appropriate, children may initially attend for short periods and gradually build up to a full session.

11. Government grant funding provides up to 15 hours of free education for all children from the term after their third birthday. Some children may qualify for extended funding, subject to eligibility criteria. This currently provides up to 30 hours per week. Please note that we can accommodate approximately 5 qualifying children on role at any one time. Further information is available at www.beststartinlife.gov.uk. Additional Early Learning funding is also available for some children from the term after their 2nd birthday, provided their personal circumstances meet the eligibility criteria. We will inform parents of their entitlement.
12. Wherever possible, we offer flexible attendance patterns to accommodate the needs of individual children and families. However, if spaces become limited, priority is given to children who will start school in the following academic year.
13. Once an application form has been completed, the child is placed on our waiting list. We will contact the family 4-6 weeks before the child is due to start. Specific allocated spaces may be held only with management approval and for no longer than 6 weeks before the child's start date.
14. All paperwork and registration forms must be completed and be handed to a manager at least 24 hours before the child's first session. Details of at least two emergency contacts must also be provided.
15. Before a child starts, we must see evidence of their date of birth, in the form of a birth certificate or passport, along with proof of address.
16. Any upfront fees due must be paid in full before the child starts, in accordance with our Fees and Funding policy.

If a child misses 3 consecutive sessions and there is no contact between the parent and provider, the child's place may be reviewed. Please see our Attendance policy.

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

1.5	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)	Lyn D	1st Aug 2018
1.6	10) Wording added to reflect only 5 30hr qualifying children on roll 12) amendment: enrolment form – now known as application form	Lyn D	13thApril 2019
1.7	10) Change of wording to reflect that approx. 5 30hr funded children can be on roll. 10) Deleted reference to only being open for 28 hours per week. 11) Added reference to Tuesday pm sessions only being available to children starting school the following academic year.	Lyn	20th June 2019
1.8	11) Change of wording to remove reference to Tuesday afternoons being reserved for school starters	Lyn	19th Nov 2020
1.8	Reviewed, no changes made	Lyn	9th Nov 2022
1.9	5) amendment to enable additional children to attend for the lunchtime period	Lyn	3rd Mar 2023
2.0	Methods 9) change of wording to include reference to stay and play sessions	Lyn	17th Dec 2023
2.1	5) increase from 24 children per day to 26 due to staffing ratio for 2-3 year olds changing to 1:5	Lyn	30th Jan 2024
2.2	Amendment to 13) and paragraphs 14) and 15) added	Lyn	31st July 2024
2.2	Reviewed, no changes made	Lyn	20th Jan 2025
2.3	Amended to reflect the change of name to the website re funding info for parents	Lyn	14th Sept 2025
2.4	Reworded with the aid of co-pilot	Lyn	9th Nov 2026