

ADMISSIONS POLICY

It is our intention to make our Pre-school genuinely 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. The minimum starting age is 2 years old for morning and lunch sessions and 3 years old for additional afternoon sessions. The afternoon session for 3years+ are only available as a full day not as a stand alone session. Places are allocated in February/March for our one intake in September and subsequently each half term until full. Applications for the September admission must be received by 31 January of the same year. We will:

- Operate our waiting list which gives priority at the time of allocation in the following order to:
 - 1) Children living within Wingham Village
 - a) Date of birth
 - b) Siblings
 - c) Time on waiting list
 - 2) Children living outside Wingham Village
 - a) Distance
 - b) Date of birth
 - c) Siblings
 - d) Time on the waiting list
 - 3) Referral from professional e.g. doctor, health visitor, social worker or special needs
 - 4) Discretion of the committee
- Describe the Pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities
- Ensure that the existence of the Pre-school is widely known in all communities. We will place notices advertising the Pre-school in places where all sections of the community can see them, in more than one language if appropriate
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language
- Monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity
- Ensure that all families are made aware of our equality and diversity policy

- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need
- 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
- Keep a place vacant if payment of the necessary fees is paid in advance
 - Where a child attends more than one provider, relevant information must be shared between the providers and parents to ensure continuity and coherence
- Parents/carers are provided with information about the Pre-school prior to admission in various ways:
 1. Our "Parent Pack" is given to parents/carers and includes our Prospectus, the registration form, contract, parental consent letters for photographs, general medical consent, keyperson and student observations, nappy changes, the application of sun cream and collection passwords and information on the storing and sharing of information with outside agencies. A summary of all our policies and procedures is given to each family and the full pack is made available to all parents/carers at the setting
 2. Parents/carers will receive letters regarding home visits, and any new parents meetings and open days if held
 3. For children who will be eligible for the Free Early Education in their first term, information will be issued and a parental declaration for them to complete and return within the time specified prior to their child's admission
 4. A keyperson is allocated to each child, before they start at the setting, who welcomes and looks after the child and his/her parents during the settling in process
- Parents/carers must provide information about who has the parental responsibility and legal contact with their child prior to admission
- Parents must provide all other necessary information as required by the Pre-school within the time specified prior to their child's admission

This policy was adopted at a meeting of the pre-school held on:

Signed on behalf of the Pre-School Committee:

Name & Position held: