

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, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We provide assistance to parents/carers who need help to read or understand our policies and documentation and can assist parents/carers to complete any forms as necessary.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- 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 and ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents/carers with disabilities to take part in the life of the setting.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We can be flexible about attendance patterns to accommodate the needs of individual children and families, depending on the circumstances and at the discretion of the committee, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

Registration Process

- We are registered with Ofsted to take children from 2-5 years to the maximum number of 26 in any one session.
- Children can start Pre-School at the beginning of the half-term in which they turn 2 ½. If resources allow we may consider an earlier start at the discretion of the Pre-School Manager.
- We offer the following opportunities to visit the Pre-School.
 - Initial visit with child and parents/carers to meet staff for an introduction to the setting.

- A free 2 hour session (the time of which is at the staff's discretion).
- After these visits, we require a firm commitment to a start date and the sessions required (via receipt of the registration and booking forms and a refundable deposit* (where applicable – see 10.1 Charging Policy)) before a free 2 hour settling in session (the time of which is at the staff's discretion) can be arranged. We have an expectation that the parent, carer or close relative, will stay for some of this session, gradually taking time away from their child.
- Registration and booking forms can be obtained from the Pre-School via staff, email, telephone or postal request
- Sessions are requested by parents/carers on registration by filling out the Booking Form (subject to availability) and confirmed as booked in the registration letter issued by Pre-School on receipt of the Registration and Booking Forms and refundable deposit* (where applicable – see 10.1 Charging Policy).
- We require all children to attend a minimum of two sessions each week. This helps children to settle into Pre-School, build secure relationships with their key worker and the staff team and to feel more integrated in the group. This will also help their key worker to gain a more accurate understanding of the children's development.
- We can only accommodate a maximum of four 2 year olds in each session. See page 3 for oversubscription criteria for the 2 year old waiting list.
- Spaces are allocated on a first come, first served basis (based on receipt of the registration and booking forms and refundable deposit* (where applicable – see 10.1 Charging Policy) or receipt of a written request for an increase or change of sessions received from children already attending Pre-School, **as long as contact has been made with Pre-School regarding availability, see process below. Any forms received without contact with Pre-School regarding availability will enter the queue system from the time they were received**) until all spaces are filled. This includes applications for children accessing sessions funded by Funded Early Education and Childcare for 2, 3 and 4 year olds.
 - In order to be transparent about our session availability and fair to all parents/carers enquiring, we run a queue system to hold availability for parents/carers for at least 48 hours, allowing them time to make a decision without the availability changing.
 - Enquiries (whether verbally or by email or by an existing or new parent/carer) are dealt with on a first come, first served basis (based on the time the enquiry was received).
 - The current availability is given to the parents/carers and held for at least 48 hours (the period of time is at the discretion of the Pre-School and may be based on operational issues). If the parents/carers wish to book sessions for their child, they have to return the booking form (email is fine) and pay the refundable deposit* if applicable by the deadline stated. Hard copies of the signed booking and registration forms must be returned to Pre-School as soon as possible or as requested. After the deadline has passed, the availability is offered to the next parent/carer in the queue.
 - Parents/carers are told what position they occupy in the queue when they enquire and the latest date by which they will receive the availability.
 - Parents/carers can rejoin the queue system at any point after original deadlines have passed.



- In order to guarantee a child's start date the registration and booking forms need to be received at Pre-School at least 4 weeks before the required start date so we can deal with any staffing implications. We will however try to accommodate a start date, sooner if possible.
- We ask parents/carers (whose child has yet to start Pre-School) to notify the Pre-School if they no longer need the sessions that they requested. If a deposit was paid this is not refunded.
- Children already attending the setting can increase or change their sessions as required (giving due notice – see 10.1 Charging Policy) and subject to availability.
- If a parent/carer (new or existing) has made a request for sessions that are already full then a waiting list is kept or the Pre-School will offer sessions to the family where we can accommodate their child.
- Pre-School will seek clarity of any additional support or exceptional circumstances relating to a child, and if need be invite parents in to discuss this in more detail.

Oversubscription criteria for waiting lists

In the event that the Pre-School has reached the maximum allocated number of children per session (including for 2 year olds due to the limit of 4 per session), then the Pre-School would need to refer to and apply their oversubscription criteria.

The Pre-School receives applications throughout the year for children to start attending the Pre-School at staggered start dates. This can be the result of date of birth, Funded Early Education and Childcare for 2, 3 and 4 year olds allocated each term and parents/carers' choice. A waiting list is created if a parent/carer needs specific days and sessions. If a place becomes available as a result of a child changing the sessions booked, turning 3 years old (in the case of the 2 year old waiting list) or leaving the setting, those available sessions can be given to a child who already attends the Pre-School however this will still be subject to the waiting list and the oversubscription criteria.

Parents/carers will be notified that the Pre-School is full for the sessions that the family has requested. They will have two options; to either be placed on a waiting list in accordance with our over subscription criteria, or, change their requested hours to those that are available within the Pre-School opening hours (the option to go on the waiting list for the original requested sessions remains).

- Waiting lists will be created for each academic year, as necessary on a first come, first served basis in order of date of registration form received or receipt of increase/change of session request.
- If required to do so the Pre-School reserves the right to implement or enforce further criteria e.g. vicinity of the home to the setting.
- Crick Pre-School's decision is final.

* *A deposit cannot be charged for children only accessing Funded Early Education and Childcare for 2, 3 and 4 year olds sessions.*



Crick Pre-School



This policy was adopted at a meeting of

Crick Pre-School

Held on

18th May 2022

Last reviewed

28th June 2023

Date to be reviewed

June 2024

Signed on behalf of the management committee

Name of signatory

Laura Montgomery

Role of signatory (e.g. chair/owner)

Chair