

Goonhavern Pre-School



Nurture the seed and together we will grow

Goonhavern Pre-School

Admissions Policy

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 and provided in written and, where required, spoken form.
- We will provide translated written materials where language needs of families suggest this is required.
- We arrange our waiting list in birth order. In addition, our policy may take into account the following the individual needs of the child and whether the child has access to specific funding (i.e. 3/4 year old funding).
- We describe our setting and its practices in terms that make it clear that it welcomes fathers, mothers, carers, other relations and childminders.
- We describe how our practices treat 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 an additional language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- 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.

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Admissions

- Our main admissions of new children take place at the beginning of each new term in September, January and April.
- We operate admissions and allocate sessions to new children through our Waiting List.

- We arrange our Waiting List in 'date of birth order' with the oldest children taking priority. This is usually regardless of the time spent on the Waiting List.
- A completed Application Form must be received in order to add a child to our Waiting List.
- The Application Form must be received during the term before the child wishes to start in order for the child to be added to the Waiting List for admission the following term.
- Once application forms are received the requested sessions are added to the register for the following term, if there are sufficient spaces. The maximum number of children that can be accommodated in total is 24. An Application Completion form is sent to the parent/carer along with a request for information about your child and an offer of a home visit, confirming booked sessions.

Allocation of Sessions and Places

- Children who have been attending Pre-School for at least one term normally have priority for requesting increases or changes to their sessions each term over those on the Waiting List. We try to accommodate requests from existing children provided that this does not disrupt the pattern of continuity in the setting or prevent new children from joining the Pre-School.
- Parents of existing children are asked to request any changes to their child's sessions for September during the previous Summer Term. Parents should note that they are committed to any increased sessions allocated and, if they subsequently cancel additional sessions in September, we reserve the right to impose a full half term's fees in respect of any sessions cancelled.
- Once requests from existing children have been accommodated, we admit new children in date of birth order, oldest children taking priority.
- Priority is given to children entitled to receive Early Years Funding from September (over children entitled to receive Early Years Funding from the following January or April).
- We try to be flexible about the allocation of morning and afternoon sessions and endeavour to accommodate preferences provided that this does not disrupt the pattern of continuity in the setting or prevent other new children from joining the Pre-School.

Priority Admissions

- We reserve the right to consider applications for Priority Admission over our normal Waiting List.
- Priority Admissions follow a recommendation from an appropriate professional (for example a GP, Health Visitor, Social Worker or Speech Therapist) that entry to the Pre-School would be of real benefit to the child concerned.
- Priority admission is given to children who are classed as vulnerable children.

**Reviewed: September 2021
2022**

Next Review: September