

West Hallam Village Pre-School

Admissions Policy

Policy statement

It is our intention to make our Pre-School 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 our setting through open, fair and clearly communicated procedures.

Procedures

In order to achieve this, 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 through word of mouth, information booklets and other media sources including our personal website and the village run website.
- 3 We arrange our waiting list in birth order. In addition, our policy may take into account the following:
 - The availability of spaces
 - The age of the child (minimum of 2 years)
 - The choice of intended Primary School indicated by the parents on the registration form if spaces are limited.
- 4 We provide each child and their family with an Information Booklet/Registration Pack before their start date, which contains all the relevant information regarding our Pre-School.
- 5 We provide each child and their family with a Starter Pack and all relevant forms, to be completed and kept in Pre-School.
- 6 We describe our 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.
- 7 Our Pre-School and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background religion, ethnicity or competence in spoken English.
- 8 We describe our Pre-School and its practices in terms of how it enables children with disabilities to take part in the life of the Pre-School.
- 9 We monitor the need and background of children joining the group to ensure that no accidental or unintentional discrimination is taking place.

- 10 We share and widely promote our Valuing Diversity and Promoting Inclusion and Equality Policy.
- 11 We are flexible about attendance patterns to accommodate the needs of individual children and families.
- 12 On applying for a place in our Pre-School we ask for a comprehensive registration form to be completed, enabling us to allocate appropriate sessions fairly.
- 13 We accept children from their 2nd birthday, offering up to 15 hours (5 sessions) per week at our standard session rate. This will be replaced when the children are entitled to claim 15 hours (5 sessions) free Universal Funding the term after their 3rd birthday. For those children that are eligible, they can also use a further 15 hours of free Extended Funding, giving a full week of 10 sessions. We will always try to accommodate these.

We will consider, where possible and where attendance figures allow, offering parents/carers the option to pay for an extra 3 hours per week at our standard session rate, when the child is currently doing 15 hours (5 sessions). This enables the child to experience three full days 18 hours (6 sessions) at Pre-School, in preparation for full time School.

This policy was adopted at a meeting of West Hallam Village Pre-School Committee.

Held on (date)

Signed on behalf of the Pre-School

Chairperson Karen Pilkington

Content amended: 1 January 2019 T022

Reviewed annually on: