



# Spinney Pre-School Admissions Policy

## Statement of intent

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.

## Methods

- Ensure that the existence of the Pre-School is widely known in all local communities.
- Children are eligible to attend once they are two years and nine months, as long as places are available, this also includes children who are in receipt of the two year old funding, of the above age.
- The admissions list will close on 28<sup>th</sup> February for the following September entry. In order to do this we will: -
  1. Arrange our admissions list in order of date of birth.
  2. When we have had places confirmed or declined we will continue to contact eligible children on the current admission list. From the third week in March the setting will accept new admissions.
- Parents must provide the Pre School with the following information about their child and inform the Pre School in writing immediately if any of this information changes:
  1. medical conditions
  2. allergies
  3. special diets
  4. religion
  5. who can collect them (**must be aged 18 years or over only unless they have parental responsibility**)
  6. emergency contact numbers
  7. Eligibility code for the 30hour children
  8. Parent(s)/Carer(s), name, date of birth and NI number to check whether children are in receipt of EYPP (Early Years Pupil Premium)
  9. Email address, so we can send letters and other correspondence electronically
  10. Children and Parent/Carers Addresses
  11. Permission form Information
  12. Etc.
- When a child is offered a place and the setting does not receive a reply, all attempts will be made to contact this family through
  - 1<sup>st</sup> telephone call
  - 2<sup>nd</sup> telephone call again
  - 3<sup>rd</sup> letter
- Parents are also requested to fill in a leaflet called 'All about me' prior to their child starting that will give staff information about their child's interests and abilities etc. This is provided as part of the induction pack.
- Parents are asked to fill in a booklet called 'What to expect when' and return back to Pre School with all the childrens paperwork.
- If for any circumstances you decide that your child no longer requires their place once your child has started, you **MUST** give a period of 4 weeks' notice before they leave. This is to ensure we are keeping with to Local Authority Guidance.

## We describe our setting and its practises in terms:

1. that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders
  2. 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.
  3. of how it enables children and/or parents with disabilities to take part in the life of the setting
- Staff and committee members are made aware and respect the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
  - Make our equal opportunities policy widely known.
  - Be flexible about attendance patterns so as to accommodate the needs of individual children and families.
  - All fees due for the provision of childcare will still be collected regardless of whether your child is **absent or present** from the setting. The setting still has to cover the cost of wages and general overheads
  - Information about our Pre School is available in written form – where necessary we will communicate in spoken form, we **will try** to provide information in Braille, through signing or an interpreter/translation and any additional languages if needed.

**This Policy was adopted at a meeting of the Pre-School held on (date) \_\_\_\_\_**

**Signed on behalf of the Pre-School \_\_\_\_\_**