

## 10.1 Admissions Policy

### **Summary**

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 the Pre-School through open, fair and clearly communicated procedures.
- In line with other Pre-Schools there is no catchment area for Witchford Rackham Pre-School.
- The waiting list is arranged according to the date of application and applications will be accepted from a child's second birthday. Please note the waiting list procedure is outlined below.
- Witchford Rackham Pre-school is registered to accept children from 2 years 6 months (with the exception of 2 year funded children) to 4 years of age.
- We prioritise places for 3 year olds (from the term after they turn three) and 4 year olds who receive government funding for 15 hours of free pre-school education.
- Fees to attend Pre-School will apply for children who are not yet 3 years old.
- From September 2016 the Pre-School is going to accept 4 Two year funded children every academic year. When children transfer onto 3 year old Government funding we will then have more spaces available, this could happen on a term by term basis. Funded 2's have their own waiting list and are given priority like funded 3 year olds.
- From September 2018 we will be offering all Pre-School children (born 1<sup>st</sup> September 2014- 31<sup>st</sup> August 2015) if eligible to take the extended 30 hours entitlement at Pre-School. This will be reviewed annually alongside our waiting list.
- To meet our staff to child ratio playgroup children will be offered morning sessions and Pre-School child will be offered full days or afternoon sessions.
- In exceptional circumstances sessions may be offered differently, this will be at the manager's discretion.
- For the Summer term only playgroup children may be offered full days on designated days with the understanding that the afternoon session would be an extra session and not a swap for a current morning session. This will be reviewed each year depending on the number of spaces available in session that year.
- For the Summer term only pre-school children may be offered morning only sessions with the understanding that these would be extra sessions and not a swap for a current afternoon session. This will be reviewed each year depending on the number of spaces available in session that year.

*Acceptance in to the Pre-School does not guarantee entry to the reception year at Rackham Primary School.*

### **Procedures**

- We ensure that the existence of our Pre-School is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Pre-School is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.

### **Waiting List procedure**

- Parents can place their child on the waiting list of the Pre-School when they are 2 years old by filling in a "request to join the waiting list" form.

- The administrator will then send out a letter to the parents to inform them that their child has been placed on the waiting list and is guaranteed a space within their Pre-School year (the academic year before reception). Within this letter it also states however if there are spaces available then the child may be able to come earlier in what is classed as the play groups year (2 ½ - 3 year olds).

Following the points below

- When the administrator places children on the waiting list they go in order of the date of application.
- All existing children are offered spaces before any on the waiting list.
- Priority is then given to those on the waiting list who are 3 years old and eligible for government funding.
- When offering out any spaces throughout the year to children the administrator works down the waiting list from the top (order of date applied) to the bottom. Stating we are enquiring if they would like to start with us as we have spaces available.
- The administrator will contact parents/ carers at least once a term to offer out spaces. Some parents/carers may say when they have been contacted by the administrator they would like to wait until the September of their Pre-School year then they will not be contacted until the Easter term about the sessions they would like to take up from September.

In addition, if the Pre-School is over-subscribed, our policy may take into account:

- the age of the child, with priority given to children who are eligible for the free entitlement;
  - the vicinity of the child's main home to the Pre-School;
  - whether any siblings already attend the Pre-School; and
  - the capacity of the Pre-School to meet the individual needs of the child.
- In addition, priority will be given to Children in Care (also known as looked after children), children with SEND who have been referred by a social worker, pre-school specialist support teacher or special needs officer, and children referred by the traveller referral team.
  - Our Pre-School and its practices are welcoming and make it clear that fathers, mothers, other relations, carers and childminders are all welcome.
  - 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.
  - We support children and/or parents with disabilities to take full part in all activities within our Pre-School.
  - We monitor the needs and background of children joining our Pre-School on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
  - We share and widely promote our Valuing Diversity and Promoting Equality Policy.
  - We consult with families about the opening times of our Pre-School to ensure that we accommodate a broad range of families' needs.
  - We are flexible about attendance patterns to accommodate the needs of individual children, however, in order to ensure a pattern of continuity in the Pre-School that provides stability for all the children, we require play-group children to attend a minimum of 2 sessions per week and pre-school children to attend a minimum of 3 sessions per week.
  - Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

### **Changes to sessions**

If you would like to make changes to your current sessions held at Pre-School (am, pm and lunch club) then we will need half a terms notice for this. It will then be at the discretion of the administrator and manager as to whether these requests can be accommodated.

This policy was adopted by

*Witchford Rackham Pre-School*

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)