

Pre-School at St Saviours

Admissions policy

Statement of intent

It is our intention to make our setting accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions policy.

- We accept children from their second birthday up to school age. We offer five, three hour sessions per week subject to availability plus three afternoons subject to numbers. We also offer an Early Birds (8.30-9am) and a Lunch Club (12-12.30pm) daily. We are open for 27.5 hours per week, for 38 weeks of the year.
- We offer 5 '30 hour' places on a first come first served basis, subject to availability for 3-4 year olds.
- All parents of children claiming funding for 2 year olds or 3-4 year olds must sign a contract either accepting 'Additional Charges' for care items not covered by the Government or they can opt out and provide all the items necessary on a daily basis. The 'Additional Charges' are non refundable.
- 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 signing or an interpreter.
- We arrange our waiting list in birth order. In addition, our policy may take into account the following:
 - age of child
 - the vicinity of the home to the setting; and
 - siblings already attending the setting.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- 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, 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 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 make our equal opportunities policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.
- If the setting has to close unexpectedly for example due to adverse weather conditions, flooding etc, then any fees would still have to be paid.
- If a child is off sick then fees still have to be paid.
- Before a child starts, information is provided on how the Early Years Foundation Stage is delivered and how to access more information.
- Our policies and procedures are available for viewing on our website www.preschoolatstsaviours.co.uk Parents are asked to read, sign and return to us copies of policies such as complaints, admission, non-collection of children, behaviours, lost children, emergency closure and equality and diversity, safeguarding etc. Hard copies of the policies are available on request.
- All parents are required to complete a 'detail update' form once a year and reminded in half termly newsletters to provide us with any new contact details.
- Parents are required to inform the Pre-School if their child will be absent for any reason on the first day.
- Prior to a child's attendance at the pre-school the parents or carers must complete and sign the Registration Form and an Enrolment Form. This provides the pre-school with the following vital information:
 - * Name, home address and date of birth of each child.
 - * Starting date and number of sessions per week required.
 - * Arrangements for payment of fees.
 - * Name, address and telephone numbers of all parents or carers.
 - * Emergency telephone numbers.
 - * Special diets.
 - * Arrangements for collection.
 - * Name, address and telephone number of the child's doctor.

- * Illness and inoculation details.
- * Details of any allergies.
- * Parental consents on emergency procedures.
- * Who has legal contact with the child and who has parental responsibility for the child

Parents should be aware that some children may not be vaccinated that attend the Pre-School.

Parents will be asked to fill in an 'All about me' form, for their child, which will be sent out in the Parent Pack, this will provide a more detailed overview of each child.

Signed on behalf of the Partnership

October 2019

Jeanette Samuel - Partner