# Admissions Policy

Please take time to read the pre-school policies and let the Pre-school Leader or Chair know if you have any questions.

The policies are also available to read on our website:

www.streatleyhillpreschool.org.uk

# Statement of intent

It is our intention to make our pre-school 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 pre-school through open, fair and clearly communicated procedures, regardless or religion, race, means or ability.

**Methods**

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

* We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
* We ensure that information about our pre-school is accessible. Where someone has difficulty with the information in written form, they can have the information explained to them verbally.
* We describe our practices in terms of how the setting treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English and in terms which make it clear that it welcomes fathers and mothers, other relations, guardians and other carers, including childminders.
* We describe our practices in terms of how the setting enables children with disabilities to take part in the life of the pre-school.
* We monitor the gender and ethnic background of children joining the setting to ensure that no accidental discrimination is taking place.
* We make our equal opportunities policy (“Special Educational Needs, Embracing Equality, Inclusion and Diversity”) widely known.
* We give full information to families about the term dates/opening times of the pre-school to avoid excluding anyone.
* We are flexible about attendance patterns to accommodate the needs of individual children and families.

**Registration**

The earliest date that a registration form can be accepted is during the academic year before a child turns two years of age.

For each child registering at the pre-school a registration fee of £25 is payable and a registration form must be completed and received. It covers administration time and materials associated with registering a child and settling them into the pre-school.

We do not charge a registration fee for children who have access to local authority funding at the age of 2.

The sum of £25 should be transferred to the pre-school bank account to secure registration.

Once the completed registration form and the fee has been received by the Pre-school Leader, the registration process is completed and the child can be registered with us. We are unable to accept registration without payment, unless there are reasonable circumstances when the fee cannot be paid, for example by a family who cannot afford the fee. The Pre-school leader has discretion to waive the fee in reasonable circumstances.

Completion of the registration process does not guarantee a place at the pre-school.

The allocation of pre-school places will commence after 30 April. If a family has failed to complete the registration process before this date their child may miss out on a place if the pre school is over subscribed.

**Allocation of Places**

The allocation of pre-school places is managed by the Pre-school Leader and the Chair of the Management Committee.

Families will be notified as to whether they have been allocated a place and what sessions they have been allocated by 31 May.

If a child cannot be allocated a place or the child’s chosen sessions cannot be offered and a family do not wish to join our waiting list, we will refund the registration fee by bank transfer, once the family have provided us with bank details.

Once a place has been allocated to a child the place must be accepted within 2 weeks of the date on which the family is notified that the place has been allocated or the place will be withdrawn and reallocated and the registration fee will not be refunded.

If the offered place is accepted then a minimum notice of half a term is required to be given if a family does not wish their child to take up their accepted place. If we do not receive half a term’s notice and we are unable to fill the place the family will be liable for the fees relating to the sessions the child would have attended in their first half term and an invoice will be issued.

Places will be available until the family withdraws the child or he or she reaches compulsory school age.

**Oversubscription Criteria**

Priority will be given to children with Statements of Special Educational Needs and to Looked After Children, including children who were Looked After immediately prior to having been adopted or made subject to a Special Guardianship Order or Residence Order (regardless of age) before allocation of further places.

Places will then be allocated first to children living within the Catchment Area of Streatley Church of England Primary School (as shown on the map at <http://info.westberks.gov.uk/index.aspx?articleid=29471>)

In the event that there are insufficient places for children from the Catchment Area of

Streatley Church of England Primary School, priority will be given as follows:

* First to children who are due to turn either 4 or 5 in the coming academic year
* Next to 2 year olds who are eligible for the Council funded entitlement
* Next to children who will become eligible for the 15 hour Council funded entitlement in the coming academic year and who have a sibling who already attends the setting
* Next to children who will become eligible for the 15 hour Council funded entitlement in the coming academic year
* Next to children with a sibling who already attends the setting

Within each criterion, if there is oversubscription, the Pre School Leader will exercise his/her discretion to allocate remaining places available

Where there are places remaining after the allocation of places to children from within the Catchment Area of Streatley Church of England Primary School, places will be allocated to children from other areas as follows:

* First to children who are due to turn either 4 or 5 in the coming academic year
* Next to 2 year olds who are eligible for the Council funded entitlement
* Next to children who will become eligible for the 15 hour Council funded entitlement in the coming academic year and who have a sibling who already attends the setting
* Then to children who will become eligible for the 15 hour Council funded entitlement in the coming academic year (including 2 year old children eligible for the Council funded entitlement)
* Next to children with a sibling who already attends the setting

Within each criterion, if there is oversubscription, the Pre School Leader will exercise his/her discretion to allocate remaining places available

**Allocation of Sessions**

Priority of sessions allocated may be given to those children going to school the following academic year, and then to those who are entitled to but are not yet claiming their full 15 Council funded hours.

* Sessions are offered to children aged 2 to 5 years old
* Children must attend 2 or more sessions per week.
* Children’s places will be guaranteed from term to term (one half term’s notice required)
* Children can only stay for the lunchtime session if they have attended in the morning.

**Waiting List**

We will maintain a waiting list for those who have not been offered places and this will be prioritised in the same order as the oversubscription criteria.

Places will be allocated as they become available within the term.

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| This policy was adopted at a meeting of Streatley Hill Pre-school Committee on: | 17 March 2016 |
| This policy was last reviewed on: | 16th July 2015 |
| Date of next review: | March 2017 |
| Signed on behalf of the Committee by: | Laura Coyle |
| Role of Signatory: | Chair |