

## **Mendlesham Pre-School**

Charity No. 297230/0

### **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.

#### **Aim**

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

#### **Methods**

In order to accomplish this we will:

- Offer 24 places to children aged 2 years to 5 years, 08:45 – 11:45, or 12:30 – 15:30, Monday to Friday during school term time.
- Ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
- Arrange our waiting list in order of date of birth, with priority given to the eldest.
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
- Allow casual bookings to be made by parents who have already paid for regular sessions in advance, subject to space being available and payment being made on the day.
- Describe the 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.
- Describe our pre-school and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- 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.
- Make our equal opportunities policy widely known.
- Be flexible about attendance patterns so as to accommodate the needs of individual children and families, as long as staff to child ratios allow.
- Ensure that registration and booking forms are completed by all parents so that staff have all the information, including any special or medical needs and allergies, which they require in order to properly provide the care that each child needs.

### Extended Hours

We will:

- Offer up to 16 places from 11.45am - 12.30pm, Monday to Friday, to children who have already attended the main session on the same day.
- Allow casual bookings to be made by parents who have already paid for regular sessions in advance, subject to space being available and payment being made on the day.
- Charge all children, whether or not funded by Suffolk County Council's Early Years Grant, fees for the extended hours and, if booked, must pay for school dinners by 9am at the start of each week or bring a packed lunch.

### Oversubscription Waiting List Criteria

These criteria only apply in the event of particular hours being oversubscribed.

- A child that is in care or has special educational needs, in need of child care due to the 2gether scheme.
- A child who has Early Years Entitlement that has not yet been allocated by a setting (to the maximum of 15 hours)
- A child who has a sibling in attendance at the time of application.
- If the same aged child on the waiting list has requested like for like hours with the child who has left or the space that is available. This will reduce the impact on the staff and ratio requirements.
- Receiving the registration form on a first come first serve basis. Our waiting list will include the date of request.

This policy was adopted at a meeting of Mendlesham Pre-School Committee

Held on (date)

3<sup>rd</sup> FEBRUARY 2017

Signed on behalf of Mendlesham Pre-School

*[Signature]* (Chair)

*[Signature]* (Play Leader)

Date to be reviewed

September 2017 *[Signature]*