



Academy for Character and Excellence

Enhanced Services

Admissions Policy

Original Policy date	January 2020	
Reviewed and Updated		
Next Review Date	January 2022	Review cycle every 2 years
Preschools	Redhills Pre-School Shaldon Pre-School	

Who should use this policy?

This policy should be used by the staff and parents of our Pre-Schools in relation to queries regarding admissions.

This policy will be reviewed every two years by the Operations Team.

Contents

Statement of intent and Aim	2
Key Facts.....	2
Methods	2
Pre-School Admissions (<i>children who will turn 4 during the academic year</i>)	4
Older Children	4
Notification	4

Statement of intent and Aim

We aim to make our Pre-school accessible to and inclusive of children and families from all sections of the local community through open and fair procedures

Key Facts

- In our Pre-Schools, an academic year is from 1st September to 31st August. Children usually start Primary School Reception Class in the September of the academic year in which they turn 5.
- Our Preschool provides care for children aged either 2 years or 2 years and 6 months to almost 5.
- Funding is provided from the Government via the Local Authority. Every child is eligible for up to 15 hours funded per week for 38 weeks a year from the term after their child turns 3.
- For some children funding is available for 30 hours per week. Eligible families will need to apply for this funding.
- We take children who are eligible for Funded 2's free places. Families can find out if their child is eligible for funding on their Local County Council website.
- All children must attend for a minimum of two sessions a week.
- By government policy, you can only share your funded hours between two settings (which can mean this Pre-School and another preschool, day nursery, maintained nursery school or class, or registered childminder).

Methods

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

1. We advertise the Preschool widely in places accessible to all sections of the community and work in partnership with our families to ask them to help distribute information to other groups that they attend. Where appropriate, we ask these families to explain what we offer to these groups, perhaps in their own language.
2. We aim to make information about our Preschool accessible in written and spoken form and, if possible and requested, in different languages. We request the help of our current staff and families in translation or interpretation where possible.
3. We are sympathetic to the need for emergency admissions (referred via social care or health visitor where appropriate) if we have space available.
4. Our Preschool and its practices are described in inclusive terms to make it clear that we welcome both fathers and mothers, other relations and other carers, including

childminders, and also how we treat individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

5. We have designed our building to make it accessible to children and families with disabilities, and continue to review how we are meeting this aim, adapting where possible and reasonable on the advice of professionals or parents.
6. We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
7. Our Equal Opportunities policy is available in paper form in the setting and online through our website and is brought to the attention of all new staff, workplace students and volunteers.
8. Wherever possible we are flexible about attendance patterns in order to accommodate the needs of individual families.

Pre-School Admissions *(children who will turn 4 during the academic year)*

1. We arrange our waiting list on a date of registration basis, within each school year.
2. In addition our policy may take into account the following:
 - particular circumstances affecting the family
 - referrals from outside agencies
 - siblings previously or already attending the Preschool; and
 - the vicinity of the home to the Preschool.
3. Parents are asked to specify preferred days and hours and give reasons if appropriate. The child must book a minimum of 2 sessions.
4. The total number of spaces and sessions available for each age group will be determined on an annual basis according to the extent of demand for our preschool places.
5. Parents are able to hold their child's allocated sessions until the child is eligible for funding.
6. Children will normally start at Pre-School at the start of each term. Exceptions can be made by the manager if there is a special need from a family or if there are spaces.
7. These procedures are subject to review on an annual basis and parents will be informed of significant adjustments.
8. We will not discuss another family's registration with other families.
9. The management make every effort to be fair and to accommodate as many children and their families' wishes and needs as possible and to inform them of a decision promptly. Even so, it is not possible to satisfy everyone. In all cases, the management's decision is final.

Older Children

The Pre-School is registered to take children up to the age of 5. According to government policy, at the management's discretion in consultation with parents and supporting professionals where appropriate, we may accept a child who could otherwise start Reception in September for up to a full-time position until their 5th birthday.

Notification

1. Parents may register their interest in a place at the Pre-School at any time. Should

you wish to register your child please contact the Pre-School either by email or phone for an application form. This will be acknowledged as soon as possible. This is not a commitment to either take or to offer a place, but simply places the child's name on the waiting list.

2. Emails or letters to families, either offering or refusing places for their children, will be sent out according to the child's place on our list.
3. Please note that the Pre-Schools priority is to provide funded places. There is no appeal process and the management's decision is final.
4. Any offer requires a response from the family, either accepting or declining the place, by a deadline. Offers will be made by email where possible. If no response is received by the deadline, the manager will attempt to make one phone call to the family. If no written response is received within 48 hours of the deadline, regardless of whether the administrator has managed to contact the family, the child's place on the waiting list may be forfeited.
5. Once all the places have been allocated extra hours may be offered firstly to children currently at the setting and then on the waiting list.