

## ADMISSIONS POLICY

### 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

To ensure that all sections of our community have access to the Pre-school, through open, fair and clearly communicated procedures. In order to achieve this aim, we adopt the following methods and operate the following procedure:

### Methods

- 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 in written and spoken form. Where necessary, we will try to provide information in different languages
- We describe our Pre-school and its practices in terms which make it clear that all carers, whether fathers, mothers, other relations/carers or childminders are welcome.
- We describe our Pre-school and its practices in terms of how it treats individuals, regardless of their gender, additional educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our Pre-school and its practices in terms of how it enables children with or without disabilities to take part in the life of the Pre-school.
- We have adopted a number of policies, including our Equality of Opportunities Policy. All policies are made widely known and are readily accessible.
- We will consult with families, when appropriate, to ensure the Pre-school continues to meet the changing needs of the local community and avoids excluding anyone.

New Millside Pre-school is a Rights Respecting Early Years Setting and has the UN Convention on the Rights of Child at the heart of its core values. We prepare the community to recognise the universality of children's rights and to support the rights of others locally and globally and ensure we have strong arrangements for protecting children from all forms of abuse and harassment. This refers to Article 28 – United Nations Convention on the Rights of the Child – Every child has a right to an education.

**In an exceptional circumstance such as a Pandemic please refer to the relative Risk Assessment for all associated updated actions in relation to this policy.**

### Procedure

1. We allocate places in the Spring/Summer Term of each year for September.  
For new children the order of priority will be
  - 2 year old funded children – see education funding policy. The number of two year olds will be limited to a maximum of 8 per session.
  - Siblings
  - 3 years and over funded in catchment
  - 3 years and over funded non catchment
  - 2 years non funded in catchment
  - Any child seeking a placement at the Pre-School and is in the catchment area is eligible to start when they are 2 years old.
  - We try where possible to leave a space available for those children referred through Social Care.
2. The Pre-school operates a waiting list, structured in date of birth order, so that the following sections of the community are not excluded:
  - People who have recently moved to the area.
  - People whose first language is not English.
  - Racial/Cultural Pre-schools who are not familiar with the Pre-school.
  - Childminders, who may not have detailed information about specific children a long time in advance.
  - Children already attending the pre-school receive priority for extra sessions over the waiting list.
  - In exceptional circumstances New Millside may admit a child with additional educational needs above others on the waiting list.
3. Once a child has been accepted at the Pre-school, the Parent/Carer will be notified in writing/by email of the start date and a Welcome Pack will be issued once the parent/carers has accepted the sessions.
4. Prior to attending the Pre-school each child must provide a completed set of Registration Forms, signed and dated by the Parent/Carer. These must be returned by the given date, prior to the child starting. A child cannot start pre-school without these forms completed and signed due to the essential information we require. We offer assistance to parent/carers in completing the forms, this includes providing interpreters where possible. We take into account that all parents may not have access to the internet and provide hard copies of all necessary forms and information.
5. We follow the Penny Tassoni '5 steps to leaving without tears' procedure, parents/carers will receive a copy of this in the Welcome pack. This is available on the website and from the office.

6. Any parent/carer wishing to decrease their child's sessions must provide at least half a term's notice period. This should be made in writing to the Administration Manager, who will accommodate this request wherever possible.
7. Any parent/carer wishing to terminate their child's placement must provide at least 4 weeks notice period. This should be made in writing to the Administration Manager. If the required notice period is not provided and the session(s) cannot be filled immediately, the parent/carer will be charged any outstanding fees for that half term, this is also detailed in the Fees Policy.
8. Invoices for non-funded children, children who attend over their funded allowance and children who attend lunch sessions are issued at the end of each half-term and are payable by the due date stated on the invoice. If payment is not received by the due date and the parent/carer has not discussed payment terms with the Administration Manager, the Pre-school reserves the right to suspend attendance of the sessions until payment is received, this excludes lunch sessions & over funded allowance children.

We are an equal opportunities Pre-school and therefore no child will be turned away on the grounds of gender, race or religion.

