



ADMISSIONS POLICY

It is our intention to make our Pre-school genuinely accessible to children and families from all sectors of the local community. In order to accomplish this, we will:

- Ensure that the existence of the Pre-school is widely known in all local communities. We will place notices advertising the Pre-school in places where all sections of the community can see them.
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
- Describe the Pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and carers, including childminders, and people from all cultural, ethnic, religious and social groups.
- Monitor the gender and ethnic background of children joining the Preschool to ensure that no accidental discrimination is taking place.
- Make our equal opportunities policy widely known.
- Be flexible about attendance patterns to accommodate the needs of individual children and families.
- If a parent contacts the Preschool expressing an interest in their child attending the setting, they are asked to pick up an application form from the Preschool
- Places for new children are allocated on a 'first come first served' basis. However, if sessions are full, your child's name will be put on a waiting list.
- We do not charge a registration fee
- Requests for additional sessions for existing children will also be dealt with on a 'first come first basis'. If 2 or more children have requested the last available place on a certain day, at the same time, priority will be given to children who live in Little Melton, followed by those who have siblings at the setting, followed by all others.
- We will always advise new parents of our Admissions policy so that they are aware of our allocation criteria.
- When children transfer from another setting we will request a transition report from the previous setting.
- After visiting the setting, families will be given a confirmation slip confirming setting visit date, start date, sessions allocated, and any other relevant info, signed by the Manager.
- The Preschool does ask all parents to bring in the child's birth certificate to confirm a child's date of birth. This is to confirm that they are entitled to funding.

- As much information as possible is gathered prior to your child starting with us to give them the best start possible. We recognise every child is unique.
- Early Education is offered within the national parameters -
 1. No session to be longer than 10 hours
 2. No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
 3. Not before 6am or after 8pm
 4. A maximum of two sites in a single day
- This admission policy is on the parent's information board and on our website.
- Early Education is offered to families for 38 weeks of the year, these being what is classed as normal 'term time'. The funded hours can be claimed to the maximum available for our sessions which run Tuesday through to Friday (speak to the Manager for timings of the sessions.) The funding entitlement and details of when funding can be claimed can be found in our Charging Policy.
- Please refer to the Special Educational Needs and Disability (SEND) policy concerning the support on offer to children and how we support families choose the right setting for their child.
- We aim to identify all children that may attract any additional funding such as Early Years Pupil Premium (EYPP), Disability Access Fund (DAF), Special Educational Needs and Disability (SEND) Inclusion Fund and any other locally available funding streams with a view to submit a claim/application to support and improve their outcomes.
- We will work with parents to ensure that as far as possible the funded sessions are available to meet their needs, although we are restricted by the availability of the village hall.

New Child Welcome Procedures

New Enquiries

When a new enquiry is received, the child's information will be placed on our waiting list and parents asked to pick up an application form from the Pre-School.

Visits Prior To Start Date

All parents of children due to start at the Pre-school will be contacted in the half term prior to their start date to arrange a visit to allow the child and parent to become more familiar with the setting. The manager will spend time with the parent and child on this visit to guide them through the setting and to answer any queries.

Start Date

We are happy for children to start throughout the academic year as requested but please note that we do not start children within 2 weeks of the end of each half term.

Parents are given a registration pack which includes our Registration Form which we ask parents to complete and return on the first settling in session, your child will not be able to stay unless the Manager has seen the birth certificate and also the parents and emergency contacts details have not been filled in. All the information asked on the form is to give your child the best possible start at our Pre-school.

Parents are advised that they can stay as long, or as short, a time as they wish in order to settle their child. The Pre-school recognises that this is a unique experience for each child and parent, and that some children may require more parental support than others when settling in.

Parents are advised, before their child starts, who their key person will be, this person will be the parent's first point of contact with any questions regarding their child's settling in, learning and development.

Staff are available to give advice on suitable hours of attendance to be able to meet all your child's needs.

After the Initial Start

If parents have any queries following their child's start, they can refer these to the Manager. Staff are always available before and after a session, and a private room can be used if the parents wish to discuss anything of a confidential nature.