**Charity Number:** 1157941

**Tel:** 01869 340863

**Email**: [info@steepleastonpreschool.org.uk](file:///D:\angi\POLICIES%202014%202015\to%20SEND%20to%20parents\info@steepleastonpreschool.org.uk)

**Web: www.steepleastonpreschool.org.uk**

**Steeple Aston Pre-School**

Fir Lane

Steeple Aston

Oxfordshire

OX25 4SF



**10.2 Admissions**

**Policy statement**

It is our intention 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.

**Procedures**

* Our setting is advertised in our local parish magazine and online at [*www.****steepleastonpreschool****.org.uk*](http://www.steepleastonpreschool.org.uk).
* Information about our Preschool is accessible in written and spoken form and, if possible and requested, in different languages.
* Our Preschool and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
* Our building is accessible to children and families with disabilities and we support children and/or parents with disabilities, to take full part in all activities we provide. We will adapt where possible and make reasonable adjustments, on the advice of professionals or parents.
* We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
* Our Valuing Diversity and Promoting Equality policy is available in paper form in the setting and online through our website and is brought to the attention of all new staff, students, volunteers and committee members.
* We are sympathetic to the need for emergency admissions (referred via social care or health visitor where appropriate) if we have space available.
* We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
* We request that each child attends a minimum of two sessions per week and recommend that sessions are increased after the child has reached the age of 3.
* We arrange our waiting list in order of child’s proposed starting date. In addition, our policy *may* take into account:

- the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two year old children;

- whether any siblings or existing families already attend the setting; and

- the capacity of the setting to meet the individual needs of the child.

*Funding*

* We offer funded places in accordance with the Code of Practice for Oxfordshire and any local conditions in place at the time.

- Nursery Education Funding (NEF) is provided from the Government via the County Council. 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.

- We take children who are eligible for Funded 2’s free places. Families can find out if their child is eligible for funding on the Oxfordshire County Council website.

- We have a limited number of 2 year old spaces.

* By government policy, you can share your NEF hours between two settings (for example shared between another preschool, nursery, or registered childminder).

*Admissions Process*

Priority will be given to those children who already attend our setting in the term prior and/or who are eligible for Nursery Education Funding. For these children extra spaces on top of their funded hours may be purchased.

* Parents of new starters will be contacted to confirm their chosen session choices however we cannot always offer your child your chosen sessions.
* The manager regularly monitors session capacity and the waiting list for session requests.
* For new intakes with session requests to commence midway through an academic term, the full terms fee’s may still be payable if there is a waiting list for places.
* For new intakes with session requests to commence January or April, morning sessions are unlikely to be available, however you may reserve session places for your child by paying for them in the term prior if places are in high demand and are reaching capacity.
* Parents will notify Pre-school in writing should they wish to withdraw their child’s name for the waiting list or if they decide not to accept the place which is offered.
* Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted at a meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date to be reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All staff to sign & date below to confirm that they have read and understood this policy.

**Other useful Pre-school Learning Alliance publications**

* Seasonal Hello Posters (Pre-school Learning Alliance 2006)