

Policy Name	Admissions
Date Issued	January 2012
Author / Owner	Hagbourne Pre-School

Statement of Intent

It is our intention to make Pre-school 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 Pre-school through open, fair and clearly communicated policies.

Method

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

- We will seek to ensure that the existence of Pre-school is widely advertised in places accessible to all sections of the community.
- We will seek to ensure that information about Pre-school is accessible, in written, digital and verbal form.
- Our registration currently allows us to cater for up to 35 children in any one morning session and 20 children in any one afternoon session.
- Children may enter Pre-school from the age of 2 years old and can continue until entry into school or other forms of education. Staff to children ratio is 1:8 for children over 3 and 1:4 for children under 3.
- Our objective is to maintain a balance of ages within the Pre-school and to ensure continuity from year to year. Under certain circumstances, this might mean that not all 4-year olds can have five sessions per week
- When places are made available, they will (where possible) be allocated in accordance with the following policy. However, the Management Committee of Pre-school reserves the right to make exceptional decisions relating to the allocation of spaces in order to meet our overriding aim of fulfilling the needs of the local community.
 - In the first instance additional sessions will be offered to those children currently attending pre-school having submitted a request for such additional sessions. Priority within this category, where applicable, to be given to older children over younger children
 - If additional sessions are still available, then they will be offered to children having submitted a request for such sessions who have a sibling or siblings attending pre-school during the academic year in which the allocation decision is made, priority within this category, where applicable, to be given to older children over younger children.
 - If additional sessions are available, then they will be offered to children having submitted a request for such sessions who are residing in the local catchment area on the date of allocation i.e. those living in the villages of East and West Hagbourne. Priority within this category, where applicable, to be given to older children over younger children
 - If additional sessions are still available, then these will be allocated according to proximity of place of residence to Hagbourne Village Hall. If there is more than one family to which this applies, preference will be given to the child who has been on the waiting list the longest.

We operate a waiting list and follow strictly the Admission Policy and Criteria. We are, however, unable to guarantee a place for the child/children at their preferred start date, as places are subject to availability at the time

- A place at Pre-school consists of a minimum of two sessions spread over two days, for a minimum of two full terms (4 half terms). Ideally, these days will not be Monday and Friday as this makes continuity of care difficult.
- We cannot accept children for less than 2 full terms (4 half terms) as it is unsettling for the child and can make the care more challenging.
- For the Pre-school to allocate places in advance, we require at least half a term's prior notice in writing of your intention for your child to leave Pre-school. This does not include the summer holiday period when giving notice.
- We ensure that whenever children are allocated places, it will be regardless of their race, religion, language, gender or disability.
- We make our equal opportunities policy widely known.
- We will endeavour to be flexible about attendance patterns to accommodate the needs of individual children and families, but it has proved more beneficial to the children if the sessions attended are NOT Monday and Friday only.
- Prior to admission, the Pre-school requires that all parents/carers and their child visit pre-school on at least one occasion so that staff can meet the child and parents and answer their questions.
- Prior to admission, the Pre-school requires parents/carers to provide the following essential information:-
 - Emergency contact numbers
 - Child's special dietary requirements, preferences and any food allergies and intolerances
 - Any Allergies the child may have
 - Special health requirements
 - Information about who has legal responsibility for the child / who has parental responsibility / who is allowed legal contact
 - Contact details for the child's doctor
 - Permission from the parent/carer to seek necessary emergency medical advice or treatment during Pre-school sessions
 - Child's full name, date of birth and address
- Children attending the morning session may request the additional lunch hour that day. These extra lunch hours can be offered on a temporary basis whilst there is space in the afternoon session. However, should a child require that afternoon space, the offer of an extra lunch hour may need to be withdrawn.
- The cost of unfunded sessions is available on the web site and via the enquiries@hagbournepreschool.org
- Current parents will be asked to indicate which sessions they would like their child to attend via a list on the notice board within the Village Hall. The deadline for request will be clearly stated. Request from new starters will be on their admissions form.
- Parents will complete the form by the date stated.
- The Admissions Secretary will allocate sessions according to the Admissions policy and the parental requests.
- The administrator will inform parents of children already attending Pre-school which sessions they have been allocated.
- New starters will then be informed of the sessions available to them.
- All parents accept the sessions offered and agree to pay any fees by the date notified.
- The Register is closed. There can be no alterations to the Register after that time unless circumstances are exceptional.
- The administrator will email the Register to the Early Years Manager to check the content then it is emailed to the Chair and Billings Secretary.

This policy was reviewed and updated (where required) on 08/01/2022 (date)

Reviewed/updated by Dominique McCann (Chairperson)



Reviewed/Updated by _____ (Manager)

Reviewed/Updated by Julie Higgins _____ (Deputy Manager)