

10.11 Admissions Policy

Policy Statement

You & Me Pre-School aim to be accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of You & Me Pre-School is advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form.
- We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including child-minders.
- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.
- 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.

Allocation Of Places

We arrange our waiting list in the following order:

- the date a completed enrolment form & non-refundable admin fee were received
- the date of birth of the child
- whether the child has a sibling at the pre-school

We plan admissions and places on a rolling 12 months ahead, to ensure that as many children as possible benefit from our setting. Within this, we are mindful that older children may need an increased allocation of sessions and that younger children need to begin the transition from home to the pre-school.

If a place is offered for the Autumn Term (September) and is not taken, we cannot guarantee those, or other places will be available until the following Autumn Term (September) intake.

We ensure we do not discriminate against younger children by keeping places reserved for them, providing it is financially viable. For example, if a child is due to begin at preschool in April, we will not allow existing children to increase their sessions if it means that the younger child will not have a place.

Children are added to the waiting list upon receipt of their completed enrolment form and a £20 non-refundable admin fee. Please note that the non-refundable admin fee does not need to be paid for children of families who receive additional Government support and have an approved eligibility code (starting TYF881) from Essex County Council.

Parent(s)/carer(s) will be notified in writing, as soon as possible, of the sessions allocated to their child, together with a start date and a welcome pack. Any requested change to the child's sessions (before or after the child starts in pre-school) must be submitted in writing. The pre-school will confirm in writing whether the change is possible or not within 2 weeks of receiving the request. Until written confirmation is received, there will be no change to the child's sessions.

6 weeks' notice (in writing) is required to cancel any session. The 6 weeks' fees are also chargeable. The final decision on the allocation of places rests with the Pre-School Committee.

Child Enrichment

We ask all children for 50p per session under the heading Child Enrichment. This allows us to provide a healthy, more interesting snack, which encourages the children to try new foods and flavours and to further enriching the curriculum through a range of themed craft activities. It also helps towards the cost of producing colour photos for each child's Learning Journal which is retained by the parent(s)/carer(s) once they leave pre-school.

This policy was adopted by

You and Me Pre-School

On

16 July 2024

Date to be reviewed

July 2025

Signed on behalf of the provider

Name of signatory

Pete Gordon

Role of signatory (e.g. chair, director or owner)

Chair