



Policies and procedures

Admission policy

Statement of intent

It is our intention to make our setting accessible to children and families from all sections of the community.

Aim

We aim to ensure that all sections of our community and those communities that surround and border our own have good access to the setting through open, fair, and clearly communicated procedures.

Method

- We advertise the pre-school in places accessible to all sections of the community. This is achieved through posters used in local post office, doctor's surgery, the St Faiths journal, through the local school which may mention our setting to parents and also by word of mouth and also the Drayton, Taverham sure start centre.

-The admissions policy is issued to all families as part of the registration process; it is also available upon request.

- We ensure that information about our setting is accessible, in written and spoken form. Where necessary, we could provide information in alternative formats to suit the enquirer.

Early education funding is offered to families 38 weeks of the year. The funded hours can be claimed to the maximum available.

Monday Am – 9 – 12. Monday Pm, 12 – 3.

Breakfast club Tuesday AM8.00am-9.00am

Tuesday, Am 9 – 12 Tuesday Pm 12 – 3.

After school club Tuesday PM, 3.00pm-3.30pm

Breakfast Club Thursday AM, 8.00am-9.00am

Thursday AM, 9-12 Thursday PM 12-3

After School Club Thursday PM, 3.00pm-3.30pm

We will work with parents to ensure that as far as possible hours/sessions that can be taken as free provision are convenient for parents working hours.

Early education is offered within the national perimeters

- No session to be longer than 10 hours
- No minimum session length (subject to the requirements of registration on the Ofsted early years register)
- Not before 6.00am or after 8.00pm
- A maximum of two sites in a single day.

- We try to accommodate children into our setting immediately, providing there is a place available, or providing the places available meet the families' requirements. Should this not be the case, then a waiting list comes into operation; this may be either waiting for any space to become available, or a place in a particular session, or both. If this is the case then the list(s) are organised in order of date of birth, with the oldest child being given the highest priority. However, we also consider: - The vicinity of the child's main residence from the pre-school - Siblings already attending the setting.

- If financially viable, we try to keep a place open to accommodate an emergency admission. However, this is also dependent upon the number of children registered already taking up places at the setting; if this is high then all currently available sessions might be full and there may not be the opportunity to open for any more sessions.

- Our preschool and its practices are described in inclusive terms to make it clear that we welcome both mothers and fathers, childminders, grandparents and other relations and carers and also how we treat individuals regardless of their gender, special educational needs, disabilities, social background, religion, ethnicity and language(s) spoken.

- We aim to ensure our building is inclusive to support individuals with disabilities.

- A copy of our Inclusion, Equality and Diversity policy is accessible within the setting and a copy is also sent to new parents /carers and all staff have a copy of this.

- We consult with families about the opening times and availability of the setting so that we can accommodate a broad range of family needs.

- We try to ensure that all children who are eligible for funded early year's education are given priority in order that they may access the maximum number of sessions for which they are entitled to receive funding.

-As part of the registration process, parents/carers will be required to provide documentation to evidence their Child's date of birth. This is to confirm they've reached the eligible age for the free entitlements. A copy of the Ref number will be retained; this will be stored securely and be destroyed when there is no longer a good reason to keep the data.

We accept children from the age of 2 years up to school age.

- We respect and understand that not all children will have reached a stage in their personal development which enables them to be fully toilet trained by the time they are to be admitted into the setting. We therefore have suitable facilities for changing nappies as necessary.

Please refer to the SEND/inclusion policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

We aim to identify all children that may attract additional funding such as EYPP, DAF, SEND, inclusion fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

- We can assist with the toilet training process; parents and carers are encouraged to discuss this with the staff prior to the child's first session as part of the settling in process.

- Fees for non-funded children are asked to be paid by the end of each term. We provide flexible payment systems where parents can pay weekly, monthly or termly by bank payment, cheques or cash. If parents/carers have difficulties with payment, they can speak to the committee who will be happy to advise.

- Sick days are charged at full price unless the absence is known to be long term then charges are at the committee's discretion.

-When absence is due to bereavement or a change of the home situation then charges are again at the discretion of the committee.

-If a parent/carer decides to remove their child from St Faiths pre-school, for whatever reason, we ask that 6 weeks written notice is given to the manager of the setting (Mandy Clarke), and all fees/funding will be requested and paid up until the date the child leaves as stated on the written notice.

Where a non-payment situation of 2 half terms has occurred; a final payment request is made, with 7 days' notice that the placement will be offered to the next on the list. The pre-school will then proceed with legal proceedings to recover the debt. These fees must be paid up to date if the parents wish to re-enter the waiting list for a new placement.

This policy was adopted on:

Date to be reviewed:

Manager signature:

Chairperson signature: