



Admissions Policy

Statement of Intent

Haselbury Plucknett Pre-School is registered for children between the ages of 2 years and 5 years. It is our intention to make our 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 the Pre-School through open, fair and clearly communicated procedures.

Methods

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

- We hold an annual Open Day which is well publicised throughout the community.
- We offer 'Stay & Play' visits for children and parents.
- We ensure that the existence of the Pre-School is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Pre-School is accessible - in written form and, where appropriate, in spoken form and different languages. Where necessary and possible, we will try to provide information in Braille, or through signing or an interpreter.
- We describe our Pre-School and its practices in terms which make it clear that we welcome both fathers and mothers, as well as other relations and other carers, including child minders.
- We describe our Pre-School and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our Pre-School and its practices in terms of how it enables children with disabilities to take part in the life of the Pre-School.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We consult with families about the opening times of the Pre-School to ensure we accommodate a broad range of family needs.
- We aim to keep a session of 2 and half hours vacant, to accommodate an emergency admission.

Allocation of Places

- We arrange our waiting list in birth order. In addition, our policy may take into account the following:

The vicinity of the home to the pre-school and if there are siblings already attending pre-school or Haselbury Plucknett First School.

- The availability of spaces taking into account the staff/child ratios, the age of the child and the Ofsted registration requirements for our setting.
- Category of availability (ie: Specific days, Morning, Lunch Club or Afternoon Session.)
- Please be aware that current children who will remain at Haselbury Plucknett Pre-School in the new academic year will be issued with a session request form in the Summer term. Priority will be given firstly to children already attending Haselbury Plucknett Pre-School and starting primary school the following academic year, allocations then will be asked of prior children attending Haselbury Plucknett Pre-School who start school in two academic years.

Session requests will then be sent out to children on the waiting list in birth order.

ALL parents must send back session request forms to ensure that their child has sessions and no spaces will be allocated without the forms.

Booking and Fees

Completed Enrolment & Consent Forms must be completed in advance of a child starting at Haselbury Plucknett Pre-School. This is to ensure that the setting has the correct contact/emergency telephone numbers and allergies and dietary requirements, also to take into account the child's likes and dislikes thus to aid a smooth transition to pre-school life.

As stated in our **Fees Policy**, from September 2017, fees will be set at £4.50 per hour which will include snack and drinks.

Fees are periodically reviewed by the Governors and parents will be given reasonable notice in writing of any changes.

Admission in to Haselbury School

While Haselbury Plucknett Pre-school is part of Haselbury School, enrolment in pre-school does not give any guarantee of a place within Haselbury school when children start school. Parents should refer to Somerset Local authority Admissions arrangements which the governors have adopted and can be found on the school website.

Links to other Policies

- Fees Policy
- Equal Opportunities Policy
- Parental Involvement Policy
- Haselbury Plucknett Pre-School Prospectus
- Local Authority Admissions arrangements
- Enrolment & Consent Forms

This Admissions Policy was adopted at a meeting of Haselbury Plucknett First School Governors

Held on: 25th September 2017

Signed on behalf of the Governors:

This policy is reviewed annually. The next review is November 2018 or as and when information needs to be added or amended.