

Admissions



Policy statement

It's St Helen's Pre-School intention to make our Pre-School 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.

St Helen's Pre-school provide sessional and all day care for children from the 2nd birthday up until reception year.

Our childcare provision is available from 8.45 a.m. to 2.45 p.m. (6 hours), five days a week, term time only.

Due to our hall contract, we close at 11.45 a.m. on every last Wednesday of each month.

A flexible Early Education is offered to families 38 weeks of the year. The funded hours can be claimed (to the maximum available) –

- 3 hours per Session or 6 hours per Full Day

Monday	Tuesday	Wednesday	Thursday	Friday
AM 8.45 to 11.45				
PM 11.45 to 2.45				
FULL DAY 8.45 to 2.45				

We can accommodate for up to 40 children per session, of which no more than 12 are to be 2 year olds.

The Admission Policy is included in our enrolment pack and given to every family during our registration process/ home visits.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We hold an annual open evening and this is well publicised throughout the community and local children centres are informed.
- We ensure that information about our Pre-School is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We promote that parents/carers visit our Pre-School before completing a waiting list form

- We arrange our waiting list in birth order. 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;
 - Number of sessions requested
 - the length of time on the waiting list;
 - the vicinity of the home to the Pre-School;
 - whether any siblings already attend the Pre-School; and
 - the capacity of the Pre-School to meet the individual needs of the child.
- Our Pre-School and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- A letter of confirmation will be sent and parents/carers will be asked to confirm agreed sessions offered by signing the form or written confirmation.
- Written confirmation of eligibility for free funding will be required before commencement for 2 year old funded places or extended entitlement (30 hours)
- A home visit will be offered before the child starts, if the parent agrees, this will take place by the manager and the key person.
- We ensure children attend with their parent/carer setting in sessions prior to starting regular sessions.
- We ensure all enrolment forms including emergency contact details are completed before the child's starts their regular session and date of birth has been verified if claiming government funding.

Early Education is offered within the national parameters –

- 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
- Our Pre-School 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.
- We support children and/or parents with disabilities to take full part in all activities within our Pre-School.
- We aim to identify all children that may attract any 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.

(Please refer to the Special Educational Needs and Disability 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 monitor the needs and background of children joining our Pre-School on the Enrolment Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our Pre-school to ensure that we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, but ask that children attend for a minimum of two sessions per week. This is to ensure that children benefit from continuity and stability in their learning environment.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy has been adopted by St Helen's Pre-School

Signed on behalf of the setting by:

..... Chairperson

..... Manager

Date: November 2017

Review Date: November 2018