



Play, Learn and Grow Together – Our Passion is Their Future

Address: St Helen's Pre-School, Beaumont Road, Costessey, Norwich, NR5 0HG

Email: preschool.sthelens@gmail.com
Email: sthelens.manager@gmail.com

Email: sthelens.committee@gmail.com
Website: www.sthelenspreschool.org

Phone No: 01603 749901

Ofsted No: 2548280

Charity No: 1036697

Admissions Policy

Policy statement

It is 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 provides 47 weeks of the year and all day care and education for children from birth until reception year.

Our childcare provision is available from 8.00 a.m. to 4.15 p.m. (8.25 hours), five days a week, 47 weeks of the year.

A flexible Early Education is offered to families 47 weeks of the year. The funded hours can be claimed during the morning and afternoon sessions.

	Monday	Tuesday	Wednesday	Thursday	Friday
Funding hours cannot be used	Breakfast 8.00 to 8.45	Breakfast 8.00 to 8.45	Breakfast 8.00 to 8.45	Breakfast 8.00 to 8.45	Breakfast 8.00 to 8.45
Funding hours can be used	Morning 8.45 to 11.45	Morning 8.45 to 11.45	Morning 8.45 to 11.45	Morning 8.45 to 11.45	Morning 8.45 to 11.45
Funding hours can be used	Afternoon 11.45 to 4.15	Afternoon 11.45 to 4.15	Afternoon 11.45 to 4.15	Afternoon 11.45 to 4.15	Afternoon 11.45 to 4.15

We can accommodate for up to 44 children per session, of which no more than 16 are to be 2 year olds.

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

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
 - ❖ St Helen's Pre-School Website: <https://sthelenspreschool.org>
 - ❖ St Helen's Pre-School Facebook Page: <https://www.facebook.com/St-Helens-Pre-School-Costessey-292441304683893/>
- We hold an annual open evening and this is well publicised throughout the community
- 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 an Admissions Form (**appendix a**)
- 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 ethos and its practices are welcoming and make it clear that fathers, mothers, other relations, and carers are all welcome.
- A letter of confirmation (**appendix b**) 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 funding entitlement will be required before commencement for funded places.
- Before the child starts, a home visit or welcome visit in the setting will be offered depending on the child's needs or if a home visit is requested. This will be carried out by a member of the Leadership team and the Key Person.
- When the child starts to attend, the process of settling-in with the parents/carers is explained and the best way to help the child to settle into the setting is jointly decided.
- We ensure all enrolment forms (**appendix d**) 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
- 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 have reached the eligible age for the free entitlements. A copy will not be retained but may be requested again at a later date.
- 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.

Information and Record Sharing
Admissions Policy

- 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 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 over 2 days. This is to ensure that children benefit from continuity and stability in their learning environment.
- We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.
- 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: May 2023

This policy runs in conjunction with the following policies:

- Complaints
- Key Person & Settling In
- Special Educational Needs and Disabilities (SEND)
- Charging Policy
- GDPR

Relevant Guidance and Legislation

- Actions for Early Years and Childcare Providers during the Coronavirus (Covid 19) Outbreak
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-pandemic>
- Special Educational Needs and Disabilities Code of Practice 0 to 25 years (January 2015)
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- Early education and childcare - Statutory guidance for local authorities - June 2018
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718179/Early_education_and_childcare-statutory_guidance.pdf

Information and Record Sharing
Admissions Policy

- Statutory Framework for the Early Years Foundation Stage (applies from 1 September 2021)
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Appendices – Please note appendices are held at the Pre-School, please ask to view

- a) Waiting List Form
- b) Confirmation Contract
- c) Home Visit/Initial Parent Meeting Questions
- d) Enrolment Form

St Helen's Pre-School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share this commitment.