

Admissions Policy

The principles set out in the following policy will be adhered to at all times by Staff, Volunteers, Students and Committee

The Pre-School is committed to providing a fair and open admissions system which welcomes all children regardless of their culture, background or religion.

This policy aims to ensure;

- That every child has equal opportunity of access to the Pre-School Unit
- That the setting is not exposed to legal risk
- That the reputation of the setting is not adversely affected
- That all parents/carers are clear of the Pre-School procedures for admissions.

Responsibilities and expectations

Admissions

1. All parents/carers interested in their child attending the Pre-School unit will be;
 - Provided with all the relevant information they require including details of the admissions and fees policy.
 - Informed of whether there is currently a suitable place available for their child.
2. When a suitable place is available;
 - The child will be invited to visit the setting and meet the staff.
 - The parents/carers will complete and sign a registration form and other relevant forms to confirm their child's place.
3. Once the registration is completed, the manager will contact the parent/carer concerned to arrange a date for the child to attend a welcome session (usually the end of the term prior to their Pre-School start date).
4. The Pre-School will be widely advertised in places accessible to all sections of the community.
5. We will describe our setting and its practices in terms of how it treats 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

Waiting List

We will ensure that admissions to the setting are offered on a fair and transparent basis, the following procedure will apply to the management of all waiting lists:

1. If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a space available, the setting's waiting list procedure will be explained and activated on the parent/carer's behalf.
2. Parents/carers will be encouraged to submit their registration form as a request for a place for their child to the setting. These details will then be stored in a secure place in accordance with GDPR and this will automatically place the child on the waiting list.
3. The waiting list will be kept and used on a 'first come first served' basis with consideration given to the age of the child. Where spaces are limited priority will be given to the children closest to full time School age.
4. When a vacancy at the setting becomes available, the manager will contact the parent/carer whose child is highest up on the waiting list.
5. If that parent/carer still wishes to take up the place for their child, they will be asked to complete the remainder of the admissions procedure.
6. If the parent/carer concerned no longer requires the place, the parent/carer of the next child on the list will be contacted.

Notice of withdrawal of a child from Pre-School

1. Unless a child is leaving the Pre-School unit to start full time School (Primary School) written notice must be given.
2. 4 weeks' notice must be given in writing.
3. Where a child is due to leave prior to the end of the 4 weeks' notice period fees will be changed until the end of that period, where a child is in receipt of funding this will be claimed by the Pre-School inclusive of this period of time.
4. All fees for unfunded hours will be due to be paid until the end of the 4 weeks' notice period regardless, as staff will have been allocated accordingly.

This Policy was adopted on: 7th February 2023

Name of Pre-School: St Joseph's Pre-School Unit

Signed on behalf of the management:

Role of signatory: Manager

Date policy to be reviewed: March 2024