

Admissions and waiting list

Procedures

The principles set out below will be always followed without prejudice or exception. 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 our admissions and fees and payments procedures.
 - Informed of whether there is currently a suitable place available for their child.
 - Provided with funding and fee information.
2. When a suitable space is available;
 - The child and parents/ careers will be invited to visit the setting, look around and meet the staff.
 - The parents/carers will then if they wish to complete an application of intent for their child to start on a future date.
3. Close to the child's start date parents/carers will be required to complete a registration form along with other paperwork required including paperwork needed for funding to be claimed.
4. Once an application of intent is completed and there is an agreed start date for the child they will be placed on the register and be invited to attend a welcome session prior to their start date. Parents/carers agree with staff how best to settle their child, and parents might stay for part or all the session if it is in the best interest of the child.
5. The Pre-School will be widely advertised in places accessible to all sections of the community.

6. 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

At St Joseph's Pre-School 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 and the Pre-School waiting list procedure will be explained and activated on the parent/carer's behalf.
2. Parents/carers will be encouraged to submit their application of intent 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 and the room they are booking into. Where spaces are limited priority will be given to the children according to their date of birth with priority being given to the eldest child first.
4. When a vacancy becomes available, the manager or deputy 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 space for their child, they will be asked to complete the registration form and pay the admin fee.
6. If the parent/carer concerned no longer requires the space 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 4-week period, where a child is in receipt of funding this means that the funding will be claimed by the Pre-School inclusive of this period.
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.