Scalliwags Pre-School CIO

Administration

Admissions

Policy Statement

It is our intention to make our setting 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.

Procedures

- We ensure that the existence of our setting is advertised in places accessible to all sections of the community.

- We ensure that information about our setting is accessible, and we seek to provide, where possible, translated written materials where language needs of families suggest this is required.

- We operate a waiting list. Allocation of places will consider the following:-

    - LAC
    - Date at which application was received
    - Siblings already attending the setting.
    - Date of Birth and
    - The vicinity of the home to the setting.

- Please note that receipt of an application does not guarantee a place. Places will be confirmed as stipulated below:-

- January/February starters will receive their offer in the October before they are due to start.

- April starters will receive their offer in the January before they are due to start.

- September/October starters will receive their offer in the April/May before they are due to start.

- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

- Children are invited to join the setting from age 2 until school age.

- The setting reserves the right to allocate a number of places to children not yet eligible for FEE.

- Places will be offered in accordance with our Pattern of Delivery for FEE and non-funded places.

- 3 & 4-year-old funded children, both universal and extended, may apply for hours throughout the week but all-day Tuesday and all-day Thursday are reserved for children in the year before they start primary school. No split sessions are available on Tuesday or Thursday but parents are free to collect children for lunch should they not wish to partake in lunch club. All subject to availability.

- Younger children, both fee paying and FEE places, including FF2 will be offered their first 9 hours over 3 morning sessions on Monday, Wednesday and Friday. Six further hours are available on Monday, Wednesday and Friday afternoon sessions to accommodate all day requests. All subject to availability.

- The setting reserves the right to be flexible with session allocation should it be deemed in the best interest of the child.

- The setting reserves the right to limit session allocation for extended hours, should it be deemed in the best interest of the Setting regarding sustainability.

- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.

- We describe our setting and its practices in terms of how it treats each child and their family, having regard to the child's and family members' needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.

- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.

- We make our Equal Opportunities Policy readily available.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

- Where attendance falls below 50% (excluding illness and prior notification) over an extended period, children may be required to reduce the number of sessions allocated to them. This will only happen after discussions with the parent/carer have taken place. Any action to reduce the number of sessions accessible will be given in writing to the parent/carer.

This policy was adopted at a meeting of		
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory		