



# Admissions Policy



## Admissions

It is our intention to make the pre-school genuinely accessible to children and families from all sections of the community. The waiting list is arranged primarily in order of date of birth. However, as the pre-school is limited to only 10 places per session, we reserve the right to operate flexible criteria, with regard to the number of sessions available to each family.

These criteria are as follows:

- Date of registration
- Children who will attend Culmstock Primary School
- Children will initially attend one or two sessions per week

At the start of each term the Play Group Leader will issue Session Booking Forms to enable parents to clearly identify the sessions they require for their child, and to specify the funding for the session requested. Parents will not be able to change their sessions half way through a term, at least half a term notice is required to change session days (i.e. increase, reduce or change day specified), although in specific cases this may be at the discretion of the play leader. The play leader will check with parents each term that they are happy with the sessions provided.

Requests to increase the number of sessions will be subject to availability and follow discussions between parents/carers and pre-school staff with regard to the readiness of the child. We encourage parents to use their full quota of government funded sessions when the child is ready.

### Extra Sessions

Parents wishing their child to attend more than the 5 government funded sessions will be able to at a charge set at one pound below the government funding rate per session. Extra sessions will not be available if it means we cannot give another child their full quota of government funded sessions.

Only a parent whose child is attending 5 full government funded sessions can request any extra sessions, and the extra sessions must be regular sessions for example the same days each week or pre-arranged with the play leader with good notice. **If that child is sick or absent on these sessions, the extra session(s) must still be paid for.**

### Un-funded New Starters

A child who has had their third birthday shortly after the start of a term may not yet be eligible for funding until the start of the next term even though they are old enough to attend Pre-School. Again, when we are over subscribed a fair waiting policy will apply: All funded new starters will take priority over un-funded new starters.

### Pre-School-Age Siblings

Parents with pre-school-age siblings who wish both children to attend prior to funding eligibility will be charged at a concessionary rate of £3.00 per sibling per session, on condition that the siblings must attend the same sessions. This is to help families with young children introduce the siblings into the preschool. This will only be available if the preschool has vacancies and after all funded children have been allocated their funded sessions.

Full consideration will be given to each request in adherence to the admissions criteria.

We will operate a waiting list for popular sessions.

Parents are required to complete a child information form for the sole purpose of preschool. This will include emergency contact telephone numbers, detail of allergies or medical conditions, permission to administer first aid, take photographs, to complete assessment of progress and development. Public health team workers visit our pre-school on a regular basis. Individual child development issues will be discussed, advice sought and parents informed.

### **Lunch Club Admissions**

Lunch club is open to those children attending all day or just in the morning or the afternoon, and runs in addition to the Sessions: at this time funding cannot be applied towards the cost of Lunch Club and a fee of £3.50 per lunch club session applies (please see our Sessions and Fees Policy). All children will be able to access the lunch club, if over subscribed we will operate a fair waiting list system, with places allocated on a first come first serve basis, and following the Pre-School Admission Policy.

The lunch club operates to provide care for children in pre-school, but does not provide lunch – parents are requested to provide a healthy packed lunch each day following healthy eating guidelines (copies are available from Dian).

Staff will liaise with parents to ensure that all children are given the appropriate care at lunch time as well as during session times, discussing and identifying the children's particular likes/dislikes and dietary and/or medical needs specific to lunch time.