

Admissions policy

Statement of intent

At South Milford preschool it is our intention to make our setting accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Objectives and Procedures

1. We make our preschool as accessible as possible to all sections of the community

- ❑ We advertise our preschool locally, to be known to a wide audience of families. The local primary school also informs prospective parents about our setting. We also have a preschool website and Facebook page.
- ❑ We ensure that information about our preschool is accessible in written and spoken form, and where necessary, in more than one language. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- ❑ 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.
- ❑ The setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability, whether gender, family structure, class, background, disability, religion, ethnicity or competence in spoken English.
- ❑ 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 monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- ❑ We make our equal opportunities policy widely known.

2. We prioritise places on our waiting list.

- ❑ We arrange our waiting list on a first come first served basis.
- ❑ In addition, our admissions policy also takes into account:
 - Siblings already attending the setting
 - The vicinity of the home to the setting
 - Family circumstances
 - Children with special needs
 - Siblings attending South Milford Primary School
- ❑ Within one session, we currently allocate 16 places to children aged 3 and over, and 10 places to children aged between 2 – 3 years old. This is flexible depending on the demand for 3

year old places. If the 3 year old places are not taken up, we offer the places to 2 year olds, ensuring we have the staff available to meet the ratios.

- ❑ When the waiting list is long and it is clear that we will be unable to accommodate all children, we limit the number of places to a maximum of 2 or 3 sessions to our under 3 year olds.
- ❑ Our intake of children in September is graduated so that the children have an individual starting date in September (through to the beginning of October). This enables us to ensure a smooth settling process and to meet the needs of all our children.

3. We collect information for the waiting list:

We collect the following information for our waiting list:

- ❑ Child's full name
- ❑ Child's date of birth
- ❑ Child's address
- ❑ Parent's contact details (telephone and email)

This information is kept confidentially. Putting your child on the waiting list does not guarantee a place for your child. Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records. If you find that you no longer need the place, please inform me as soon as possible. Should you decide you no longer need the place we will not retain the details on the waiting list (see our Privacy Notice).

4. Extended funding entitlement (30 hour funding)

- ❑ At South Milford Pre-school, we are currently open 23.5 hours per week. Parents are welcome to use their universal 15 hours funding with us and their extended entitlement of an extra 15 hours if they are eligible.
- ❑ Funded places are offered in accordance with the Early Years Entitlements: operational Guidance for local authorities and providers (DfE 2018) and any local conditions in place at the time.
- ❑ If you choose not to use funding then you will be invoiced for the sessions you use. Please read our Fee Paying Policy.

5. Registration Fee/Deposit

- ❑ For new registrations forms, we will be asking for a registration fee of £50. This fee is refundable once your child leaves preschool and your payment account is clear.

6. We share information with the parents about the setting prior to a child attending the pre-school.

- ❑ Parents and children are invited to look around the pre-school and meet with the pre-school leader and the child's key worker.
- ❑ Parents are given a prospectus which gives information about the pre-school.
- ❑ Parents are given an opportunity to look at all policies and procedures.

- ❑ Parents are directed to our website for further information about the setting.

7. We gather information about each child before he/she attends the preschool

- ❑ Parents are asked to fill out a registration form giving details about themselves and their child.
- ❑ Parents are involved in deciding on a settling-in procedure for their child.
- ❑ General consent forms have to be signed by parents.
- ❑ We actively gain information from a child's previous or additional childcare settings.
- ❑ Parents fill in a child profile form to enable us to get to know the child before attending the setting.

All information is kept confidentially and registration documents are kept for up to 3 years after your child has left the setting. Please refer to our Privacy Notice.

8. Children with SEND

- ❑ The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.
- ❑ Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- ❑ At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.
- ❑ Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the

progress of the preparations.

9. Safeguarding/child protection

If information is provided by the parents that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

Parents are advised on how to access the setting's policies and procedures.

10. We review our admissions policy regularly.

- ❑ We make checks to ensure we are meeting the needs of the local community
- ❑ We make checks to ensure we are not accidentally discriminating against any section of the community.

Written July 2023 - M. Riches

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Further guidance

Early Years Entitlements: Operational guidance for local authorities and providers (DfE 2018)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718181/Early_years_entitlements-operational_guidance.pdf

