

## ADMISSIONS POLICY

### Policy Statement

It is Longwick Pre-school's 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 pre-school is advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible, in written and spoken form in English. Where necessary, we will try to provide information in different languages and in other formats.
- Children are accepted from the age of 2 years for no less than 2 morning sessions per week.
- When children aged 2 years old are eligible to start at Longwick Pre-school, they will initially be offered two morning sessions (9am-12noon) a week, with the opportunity to increase attendance subject to availability. If longer hours are required, parents/carers should discuss with the Pre-school Manager. We reserve the right to reduce the hours after one month if we feel longer hours are not in the child's best interests.
- We accept children in receipt of 2 year old funding subject to availability of places. Funding starts the term after the child turns 2 years of age. For information on 2 year old funding go to:- <https://www.buckscc.gov.uk/services/education/early-years-and-childcare/funded-early-education-and-childcare/funded-childcare-for-2-year-olds/>
- We offer the 15hrs universal funding to all children the term after their 3<sup>rd</sup> birthday and also offer a further 11 additional hours under the 30 hour Extended Entitlement (EFE) offer for eligible working families. We will endeavour to offer each funded child the maximum number of hours requested/possible subject to availability. More information can be found at: [www.childcarechoices.gov.uk/](http://www.childcarechoices.gov.uk/)
- Ad-hoc sessions may be available; the Pre-school Manager will be able to advise on availability. Separate charges apply; please see our Fees Policy.
- We charge a non-refundable £30.00 registration fee (with the exception of 2yr funded children) which will be issued/added to your first invoice. This fee includes a Longwick Pre-school logoed polo shirt in an appropriate size for your child.
- The Registration Fee does not guarantee a child's place at Longwick – rather, it secures their position on the waiting list and confirmation will be made when they are able to start.
- We arrange our waiting list in order of length of time on the waiting list. When places become available, children already attending Longwick Pre-school will be given the opportunity to increase the number of sessions they attend if they are on the waiting list. The remaining sessions will be offered on an individual basis to children wishing to attend Longwick Pre-school. We will assess each child taking into account the amount of time the child has been on the waiting list, their vicinity to Longwick Pre-school, the age of the child (priority will be given to funded children and also looked after children or those with involvement from other professional services, e.g. social care), whether siblings already attend pre-school.

- Every effort will be made to accommodate children wherever possible, as quickly as possible.
- We endeavour to provide parents with the days of their choice, though this may not always be possible.
- Parents are encouraged to visit the pre-school with their child/ren during the weeks before the date they join. A flexible settling in plan will be agreed with the family.
- We offer funded places in accordance with the Code of Practice for Buckinghamshire Council and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission as advised by Buckinghamshire Council.
- Longwick Pre-school and its practices are welcoming and make it clear that parents, other relations and carers, including childminders, are all welcome.
- Longwick Pre-school and its practices operate in a way that encourages positive regard for, and understanding of, difference and ability – whether gender, family structure, class, background, religion, ethnicity or competence in spoken English. We support children and/or parents with disabilities to take full part in all activities with our pre-school.
- We make our Valuing Diversity, Promoting Inclusion and Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.
- We aim to be flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in Longwick Pre-school that provides stability for all the children.

<b><i>Date Policy Implemented</i></b>	<i>July 2006</i>
<b><i>Signed</i></b>	<i>A. Barter</i>
<b><i>Name and Role</i></b>	<i>Alex Barter, Committee Management Chair</i>
<b><i>Date of Last Review</i></b>	<i>November 2022</i>
<b><i>Date of Next Review</i></b>	<i>November 2023</i>