

HARPOLE PRE-SCHOOL

"Kind Hands, Kind Hearts, Fun Learning"

7.1: Admissions
Policy & Procedure

Harpole Preschool has adopted the Preschool Learning Alliance (PLA) policy Admissions. The PLA ensure that their policies adhere to statutory guidance and legislative procedure and they provide the preschool with any updates. All policies and procedures are ratified by the Preschool Committee members on a rolling programme. The preschool staff, led by Sharon Matthews, ensure that their practice is in line with the policies and procedures outlined in the PLA guidance.

Policy statement

It is our intention to make Harpole Pre-school accessible to children and families from all sections of the community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Harpole Pre-School operates from two – three rooms dependent on admission numbers. Our Bumble Bee room takes up to a maximum of 15 children aged 2-3 years, with a minimum staff to child ratio of 1:4 during any 1 session.

Our Butterfly room takes up to a maximum of 18 pre-school children aged 3-4 years, with a minimum staff to child ratio of 1:8. If numbers allow we will open a second room which we are able to accommodate between a further 14-22 children depending on the time of year.

Procedures

- We ensure that, when necessary for example if we have spaces available, the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written form. Where necessary, we will try to provide information in Braille, or through British Sign Language and in spoken form. We will provide translated written materials where language needs of families suggest this is required.
- We also ensure that our website www.harpolepreschool.co.uk has relevant information accessible to potential parents.
- We ask all potential new parents who wish to register their child to complete a register of interest form, this is kept on file and contact is then made the term before the child is due to start Pre-School.

- We accept children from 2 - 4 years old inclusive
- When looking at the Intake for the next academic year priority will be given to children already attending Pre-School.
- Priority will be given to children of parents who have made voluntary contributions each month.
- Places will then be allocated to children who are able to start in September.
- In the event of there being more children than places available the following criteria will be applied (per room) –
    - Looked after children
    - SEN
    - Date register of interest form was returned (oldest first)
    - Sibling of a child already attending the setting
    - Distance of home address from the setting (nearest first)
    - DOB of child (oldest first)
- Children already in the Bumblebee room will have current sessions held for the whole of that academic year for when they move up to the Butterfly room.
- Bumblebee sessions are allocated first for any September intake followed by Caterpillars and Butterflies.
- If you wish your child to start later in the year, your child will remain on the Register of Interest, and contact will be made the term before your child is due to start.
- We do not hold places open for children.
- Our last intake is just after the Easter of the academic year
- Being on the register of interest does not guarantee a place will be available when a child is old enough to start. If pre-school is full when they are due to start, they will be informed in advance.
- If a place is offered to a child and a request is made to delay their start date an amendment will be made to the child's file, however parents/carers need to be aware that this place will **not** be held open, and may not be available at the later date.
- If a child is already attending the pre-school and the pre-school is owed money for services (which includes services delivered outside the Free Entitlement), the pre-school can refuse a place for the child at the setting. This includes those children already in receipt of the Free Entitlement.
- If a place is refused to a child in receipt of the Free Entitlement, the setting will inform WNC of their decision. WNC will then contact the parent/carer to offer help in finding alternative provision.
- We are flexible about attendance patterns to accommodate the needs of individual children and their families. However, we do not guarantee the availability of specific sessions and we do require children to have a minimum of 2 sessions per week. Children must have the same sessions each week and any changes need to be requested and agreed subject to availability.
- We will accommodate permanent session swaps if availability allows but we are unable to offer

the provision of swapping days ad hoc. If parents require additional days, contact can be made with the Business Manager and payment will be required for any additional sessions taken.

- If the pre-school is oversubscribed preschool reserve the right to limit sessions to any child in order to ensure preschool remains financially viable.
- A letter confirming the child's place will usually be sent out to parents/carers during the Summer Term to confirm September start dates.
- Parents/Carers of children who have been allocated a place at the pre-school for the following academic year will be sent confirmation of sessions and days their child has been allocated. A form is also sent which should be completed and returned by parents/carers with a £40 non-refundable registration fee (this does not apply to those in receipt of the free entitlement funding) to secure their place.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- 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 their needs arising from their gender, special educational needs, disabilities, social background, religion, and 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 Valuing Diversity and Promoting Equality Policy available on request.
- We will endeavour 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 the setting that provides stability for all the children.

Websites with further information –

Best Start in Life - Best Start in Life

Delivering funded early education and childcare | West Northamptonshire Council

This policy was adopted by	Harpole Pre-school	
On		*(date)*
Date to be reviewed		*(date)*
Signed on behalf of the provider		
Name of signatory		
Role of signatory (e.g. chair)		