

Watery Lane Preschool Admissions Policy



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 widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will endeavour to provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We arrange our waiting list in birth order. In addition, our policy may take into account:
 - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two year old children;
 - the length of time on the waiting list;
 - the vicinity of the home to the setting;
 - whether any siblings already attend the setting or St Michael's School and
 - the capacity of the setting to meet the individual needs of the child.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We offer funded places in accordance with the Somerset County Council's Code of Practice for the Provision of the Early Years Entitlement and any local conditions in place at the time.
- 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 child-minders.
- 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 monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- 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.
- We offer a limited number of places for children to use the 30 hour entitlement.

- At times when the preschool becomes over-subscribed the following criteria will be applied to give priority in line with the current Somerset County Council Admissions Policy:
 1. The preschool will admit any child with a Statement of Special Educational Needs (SEN), if the statement names the preschool - then;
 2. Looked After Children – Children who are in the care of a Local Authority or have previously been and are now formally adopted.
 3. Children without a statement of Special Educational Needs, identified with a sensory, physical or medical disability, where a multi-agency professional team has identified the preschool as being the nearest suitable setting .
 4. Children living in the catchment area, with an older sibling already attending the preschool or at St Michael's First School at the time of admission, and who live at the same address.
 5. Children living in the catchment area.
 6. Children living outside the catchment area, with an older sibling at the preschool or at St Michael's First School at the time of admission, and who live at the same address.
 7. Children of staff members of the preschool.
 8. Children not meeting any of the above criteria.
 - We make it known to parents that having their child attend our preschool does not give them any advantage when applying for a place in St. Michael's School but that the criteria described above is used in cases of over-subscription.
 - We offer and encourage a Home Visit to all families prior to their child's starting in the preschool to help children and their families get to know the preschool staff, policies and procedures and to aid the child's settling in to the preschool.

Links to other policies and legislation

- **Link to: Covid-19 risk assessment and Covid-19 procedures during the coronavirus period**
- Please see our Special Educational Needs Policy, Valuing Diversity and Promoting Equality Policy, Home Visiting Policy and The Role of the Key Person and Settling-In Policy
- SEN Code of Practice 2014 (updated 2020)

A unique Child	Positive Relationships	Enabling environments	Learning and development
1.2 Inclusive Practice	2.1 Respecting Each Other	3.3 The Learning Environment 3.4 The Wider Context	

This policy was adopted at a meeting of **Watery Lane Preschool** Held on _____

Signed on behalf of management committee _____

Name of signatory _____ Role of signatory _____

Date to be reviewed _____