



Admissions Policy

Our rationale

At the Doris Venner Pre-School we are committed to ensuring that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures.

Statement of intent

At Doris Venner Pre-School it is our intention to make the Pre- School accessible to children and families from all sections of the community regardless of gender, race or special needs.

Implementation of the policy at Doris Venner Pre-School

The Manager must:

- Produce a written policy statement which includes Doris Venner Pre-Schools commitment to a fair admissions policy.
- New members of staff, including students and volunteers, are made aware of the Admissions Policy.
- The Admissions Policy is made available to all parents and carers.

Methods

- We ensure that the existence of the Pre-School is widely 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. Where necessary, we will try to provide information in different languages, in Braille or through signing or an interpreter if possible.
- We describe our Pre-School and its practices in terms which make it clear that all carers, whether fathers, mothers, other relations/carers or child-minders are welcome.
- We describe our Pre-School and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our Pre-School and its practices in terms of how it enables children with or without disabilities to take part in the life of the Group.

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- We have adopted a number of policies, including our Equal Opportunities policy. All policies are made widely known and are readily accessible.
- We will consult with families, when appropriate, to ensure the Pre-School continues to meet the changing needs of the local community and avoids excluding anyone.
- We are flexible about attendance patterns to accommodate the needs of individual

Procedure

- Any child seeking a placement at the Pre-School is eligible to start after their second birthday.
- Doris Venner Pre-School operates a waiting list, structured in date order of registration form being received. Priority is given to children over 3 years and children who are identified by the local authority, currently disadvantaged two year olds eligible for government funding, so that the following sections of the community are not excluded:
 - 1) People who have recently moved to the area.
 - 2) People whose first language is not English.
 - 3) Racial/Cultural groups who are not familiar with the Pre-School.
 - 4) Childminders, who may not have detailed information about specific children a long time in advance.
- The Pre-School also take into account the following criteria:
 - 1) Children who are funded.
 - 2) Children living within the catchment area of Doris Venner Pre-School.
 - 3) Children who have special needs.
 - 4) Children who have older siblings currently attending the Pre-School.
- The registration form should be completed and returned to the Manager with a non refundable registration fee of £25.00. If a child is already over the age of 3 at the time of registration a registration fee is not required.
- Once a child has been accepted at the Pre-School, the parent/carer will receive a phone call and then be notified in writing of the start date and Registration/Confidential forms will be issued.
- Prior to attending the Group each child must provide a completed set of registration forms signed and dated by the parents/carer's
- Any parent/carer wishing to increase/decrease their child's sessions must provide at least half a term's notice period. This should be made in writing to the Manager, who will accommodate this request wherever possible.
- Any parent/carer wishing to terminate their child's placement must provide at least a half a term's notice period. This should be made in writing to the Manager. If the required notice period is not provided and the session(s) cannot be filled immediately, the parent/carer will be charged any outstanding fees for that half term.

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- Whenever possible (and if financially viable) a place will be kept vacant to accommodate an emergency admission.
- Invoices for under 3's attendees are issued at the beginning of each half-term and are payable by the due date stated on the invoice. A 10% late payment charge will be applied for fees received after this time. If payment is not received by the due date and the parent/carers has not discussed payment terms with the Manager, the Pre-School reserves the right to suspend attendance of the sessions.
- Pre-School session times are 9.15am to 12.15pm and 12.30pm to 3.30pm for funded children and 1.00pm – 3.30pm for non-funded children. Prior to starting, parents are invited to visit Doris Venner Pre-School with their child to enable them to familiarise themselves with the setting and with our routines.
- The Pre-School holds one induction day, for new families, per year before the beginning of the September term.
- It is generally recommended that staff should not have a child attending the Pre-School. This is, however, at the discretion of the Manager.
- Should the Pre-School consider that attending Doris Venner Pre-School may not be in the best interest of the child, or that of the other children in the group, they will initially discuss the matter with the parents/carers and the Early Years Development Team. If, after consultation, Doris Venner Pre-School reserves the right not to offer placement.

Government Funding

All children are eligible for government funding the term after their 3rd birthday. This is applicable in the term after the child's 3rd birthday. The term end dates for determining whether children are eligible to receive funding are as follows: 31st December, 31st March and 31st August.

The Government funding currently pays for five 3 hour Pre-school sessions per week, per child. If your child also attends another setting, for instance a day care nursery, the funding can be split between the other setting and Doris Venner Pre-school. However, if you choose to use all the Government funding at the other setting, you will be required to pay for your sessions at Doris Venner Pre-School. The Manager will be more than happy to explain the funding in more detail.

Children who are eligible for a funded place under Local Authority provisions are offered 5 sessions per week wherever possible.

Doris Venner Pre-school will work towards the Development Matters in the Early Years Foundation Stage recommended by the British Association for early childhood education which focuses on the child's Learning, Development and Care needs which are intended to provide a foundation for later learning in the National Curriculum.

OFSTED Helpline No. 0300 123 1231

Doris Venner Pre-School

This policy was adopted at a meeting of the Pre-school held on

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Signed on behalf of Doris Venner Pre-School.....

Date to be reviewed.....