

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Administration

4.1 Admissions policy

Policy Statement

Comeytrove Under Fives welcomes families from all sections of the community. We actively work towards ensuring members of all sections of the local and wider community have access to the preschool, taking into consideration their individual needs and circumstances and following our open, fair and clearly communicated procedures.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.4 The wider environment	

Admissions;

- We ensure that the existence of the preschool is widely advertised in places accessible to all sections of the community.
- We ensure that information about our preschool is accessible - in written and spoken form, including online - and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, through signing or using an interpreter.
- We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity, whether they are looked after children (LAC) or their competence in spoken English.
- The preschool is open to every family in the community.
- **The preschool is registered to provide a maximum of 30 spaces per session.**
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission. (see our Emergency Admissions Policy)
- We arrange our waiting list for each term in order of length of time on the waiting list. In addition we may take into account the following;
 - **date of birth**

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- siblings already attending ~~or having previously attended~~ the preschool.
 - distance the child lives from the preschool
 - whether a child is attending another preschool
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- Names can be added to the waiting list by contacting the Administrator or by speaking to staff at preschool.
 - Children are admitted when they reach 2 years old, dependent upon the availability of sessions. A child can remain with us until the term of his or her 5th birthday.
 - Most children start with us during the Autumn term. We are unable to keep places open for those children who will start attending the preschool during the Spring or Summer term, however they are given priority should places become available and can usually have the sessions of their choice in the following Autumn term.
 - We recommend that children should attend a minimum of 2 sessions per week, subject to availability of places.
 - We aim to accommodate each child from the date specified on their application form in accordance with spaces available at the time. Parents/carers will be informed of session availability during the half term before their child is due to start, at which time 'Stay and Play' sessions at the preschool will also be arranged for you and your child.
 - Availability of sessions cannot be guaranteed.
 - Once sessions requested for a child have been confirmed by us we require 4 weeks' notice of any changes to these sessions.
 - Once sessions are confirmed this place is reserved for the child so preschool cannot swap sessions within a week, for example one week a child could not attend Thursday *instead* of Tuesday. However if there is a place available preschool may be able to provide an extra session with the cost of this added to the next fees invoice.
 - Grants are available for children who are already 3 and 4 years old from the term following their 3rd birthday. Eligible children can also receive 2-year-old funding the term following their 2nd birthday. We have information available and can support parents in establishing whether they are entitled to this funding.
 - If a child is to leave our setting before moving on to school, or to reduce the number of sessions attended, parents must give at least 4 weeks' notice of the leaving date in writing.
 - Fees will be payable (or grant claimed by us), until that date, or until the space is filled by another child.
 - We make our Equality of Opportunities Policies widely known.
 - We take into account the needs and circumstances of individual children and families. The nursery education funding rules state that '*I understand my child could lose their funded place if they do not attend regularly without a reason being provided for their absence*'. Therefore, if your child has not attended half of their sessions in any half term period (usually 6 or 7 weeks) they will lose their place at the pre-school unless they have a valid reason (e.g. letter from doctor in the case of serious illness or holiday). If your child has not attended preschool for 3 weeks without any explanation we reserve the right to offer their sessions to another child after contacting you and discussing the situation.

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This policy was adopted at a meeting of

Comeytrove Under Fives Preschool

Held on

_____ (date)

Date to be reviewed

_____ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)

Links to other policies and forms include:

- Equal Opportunities Policy
- Valuing diversity & promoting equality
- Emergency Admissions Policy
- Administration & Funding