

Administration

4.1 Admissions

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 pre-school through open, fair and clearly communicated procedures.

Child with SEN or disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.

Procedures

- We ensure that the existence of our setting is advertised in places accessible to all sections of the community, including social media.
- We ensure that information about our setting is accessible, using plain English, in written and spoken form. We try to provide translated written materials where language needs of families suggest this is required as well as access to an interpreter or documents in other formats as well.
- We have one intake a year, in September, with individual children joining one by one, throughout the year, when a space is requested if available.
- We have a written procedure that we refer to when allocating sessions.
- We arrange our waiting list in registration date order. In addition our policy may take into account the following:
 - Child Protection issues.
 - Accessing funded hours
 - SEND Children.
 - Capacity of the setting to meet the individual child's need
 - Siblings already attending the setting.
 - Attendance at another pre-school.

Our sessions are allocated in the following order:-

- Children currently on register with less than 15 hours/30 hours entitlement.
- 2, 3 and 4 year old funded children (EYE and WFEF)
- 2 year old targeted funded children
- 2 year old spaces
- 2, 3, 4 year old additional hours after funding

Children can be admitted when they reach 2 years, dependent upon the availability of space and readiness of the individual child to stay happily within the group. We limit our intake into the younger children's group (namely the Star Group) to ensure that we have correct staff:child ratios.

Due to the school admissions policy of all children starting school in the year that they are 5, most children start with us during the Autumn term. We are unable to keep places open for those children who have either a Spring or Summer birthday. A child can remain with us until the term before his or her 5th birthday.

In the event that a child wishes to stay with us until they are of statutory school age (the term AFTER their 5th birthday) this will be discussed and decision will be made by the Pre School Leader. This may be relevant to a child with an EHCP or a child who is deferring their entry into school if they are a summer born child.

Children may attend Cullompton Pre-School for between 2 and 10 sessions per week, these sessions are 3 hours long. Children are expected to attend a minimum of 2 sessions a week, preferably over two different days. Less than this does not give enough continuity for a child to settle adequately within the pre-school. Only in exceptional circumstances will we admit a child for only one session per week. We recommend that younger children should start with 2 or 3 sessions per week but may increase this to 4 or 5 when parents and staff feel they are ready and able to benefit from more sessions, subject to availability or places.

We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We will liaise fully with parents and professionals to ensure that it would be in the child's best interests to attend the group.

- We try to 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, 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 widely known.
- We work with families, if required, to accommodate a broad range of family needs, including start and finish times.
- 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, and follow the rules associated with claiming 2 Year Funding and Early Years Funding for 3 and 4 year olds.

Admissions

- Once an early education and childcare place has been offered the relevant paperwork is completed by the setting manager or deputy before the child starts and filed on the child's personal file. Forms completed include:

Privacy Notice - explains what personal data we collect, why we collect it, how we use it, the control parent/carers have over their personal data and the procedures we have in place to protect it.

Early education and childcare terms and conditions - govern the basis by which we provide early education and childcare.

Early education and childcare registration form - contains personal information about the child and family that must be completed in full prior to the child commencing.

Children with SEND

- The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant

agencies and the local authority must be regularly updated on the progress of the preparations.

This policy was adopted at a meeting of	<u>Cullompton Pre-School</u>	name of setting
Held on	<u>4th November 2009</u>	(date)
Date to be reviewed	<u>November 2010</u>	(date)
Signed on behalf of the management committee	<u>Michelle Ratcliff</u>	
Name of signatory	<u>Michelle Ratcliff</u>	
Role of signatory (e.g. chair/owner)	<u>Chairperson</u>	

This policy has an annual review period and, as such, will be reviewed and signed off at a management committee meeting of Cullompton Pre-School each year, as shown below.

Previously reviewed on:-	November 2015	by	Sarah Lush Chairperson
Previously reviewed on:-	November 2017	by	Owen Jones Chairperson
Previously reviewed on:-	March 2019	by	Alex Fox Chairson
Previously reviewed on:-	25 th November 2021	by	Alex Fox Chairson
Previously reviewed on:-	18 TH October 2022	By	Hannah Tilley Chairperson

This policy is now being reviewed on a two yearly basis:-

Reviewed by Staff on:	29 th November 2024 (AJ)
Reviewed by Committee on:	9 th December 2024
Date of next review:	December 2025
Signed on behalf of the Management Committee:	Naomi Cook
Name of Signatory (printed):	Naomi Cook
Role of Signatory (e.g. Chairperson)	Fund raising Chair