

## 02. Admissions Policy

### Aims of Policy

It is our intention to make our Pre-School 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. The Pre-School was originally set up and funded by the residents of the village. Its primary aim is to serve all the children and families of the local area. We treat everyone as individuals regardless of their cultural, religious, ethnic and linguistic backgrounds, sex, social group or disability and do not discriminate on these or other grounds. There are 'Equality of Opportunity' policies (Policies 9 to 11) which are available to prospective parents/carers. We do our utmost to enable children with disabilities or additional needs to take part in the life of the Pre-School (see 'Equality of Opportunity Policy - Special Educational Needs (SEND)' (Policy 11)). We have SEND trained staff to ensure we follow good practice.

### Procedures - General

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the local community.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relatives 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 'Equality of Opportunity' policies (Policies 9 to 11) known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.

### Procedures - Specifics

Places at the Pre-School are offered on a first come, first served basis. Places will be offered from the waiting list when places on the intake list become vacant.

There are a maximum of 20 spaces from Monday to Thursday and 24 spaces available on Friday. In the event that we receive a request for a space for a looked after child (child in care) we will do our utmost to accommodate them.

We have two academic years at Pre-School:

- Younger academic year - children begin with us from the September two years prior to school entry, once they turn 2.5 years of age. We stagger the start dates of new children, with oldest children starting first. This means a child with an October birthday would begin in the September just before their third birthday and a child with a July birthday would begin in January when they are just over 2 and a half.
- Older academic year - children in their planned final year before joining primary school.

Children within the younger academic year attend a minimum of 4 core sessions which are 3 hours each and consist of two mornings (08:50-11:50) and two afternoons (12:10-15:10) Monday - Thursday. Should a child attend a morning and afternoon session on the same day they will be at Pre-School from 08:50-15:10.

Children within the older academic year attend a minimum of 4 core 3 hour sessions (as detailed above) and a full day on a Friday (08:50-15:10).

Additional and ad hoc sessions, subject to availability can be taken, and this is on a first come, first served basis.

Should there be space on a Friday this can be offered to children who do not attend the Pre-School on the other days. This standalone session is 08:50-15:10 and only available to children who are in their final academic year before beginning primary school. Spaces will not be confirmed until our commissions list is finalised and priority will be given to those wanting more sessions. Spaces will be confirmed before the end of the academic year prior to them starting.

For children under 3 years of age, in order to finalise an accurate and confirmed intake of children, a child's place will be offered at the beginning of the calendar year for the academic year they will begin with us. This process begins by sessions being selected by parents/careers. They are allocated their core sessions based on their position on the waiting list, subject to the information being provided by the parents within timescales requested. Best endeavors are made to allocate sessions according to the parents/carers request; however, this is not always possible. Following all core sessions being allocated, any additional sessions requested will be allocated, working through the waiting list in order, offering one session for each child where requested, and then starting back at the top for a second etc until all spaces are allocated.

Once sessions are agreed for a child, they are valid for the entire time a child is at Pre-School. Should a parent/guardian fail to accept a place offered to their child by the date stated in the offer letter, the child may lose their place as, if there are children on the waiting list, the first child on the reserve list will be offered the place instead.

We will review requests to delay start dates within reason, and subject to our 'Fees and Funding Policy' (Policy 13). If a child reaches school age and their parent/guardian wishes to defer to a later term in the school year or defer a full year and they wish to remain at Pre-School, please refer to our Deferral Procedure.

This policy should be read in conjunction with our 'Fees and Funding Policy' (Policy 13). This provides greater information on the fees payable and the process around changes and cancellations.

The staff and officers of the Committee have agreed the above. However, a degree of flexibility is inevitably required in order to ensure that the interests of the child, its family and Pre-School are served. Any flexibility is at the ultimate discretion of the Trustees of the Committee (Chair, Secretary and Treasurer), and can be applied in each situation without precedence being set.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) \_\_\_\_\_

Signed on behalf of Seer Green Pre-school (Committee Chairperson) \_\_\_\_\_

This policy was reviewed as indicated below:

*2007 created*

*2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required*

*July-Nov 2017 reviewed and updated*

*June-July 2018 reviewed and updated*

*February 2019 reviewed and updated*

*November 2019 reviewed and updated*

*June 2020 reviewed and updated*

*June 2021 reviewed and updated*

**UNCRC related articles:**

**Number 14**

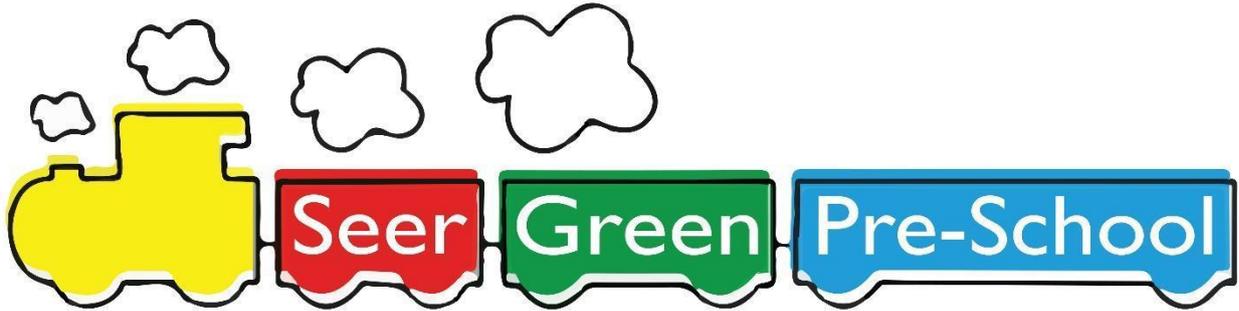
Every child has the right to think and believe what they want and to practice religion, as long as they are not stopping other people enjoying their rights. Governments must respect the rights of the parents to give their children information about this right.

**Number 28**

Every child has a right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children's dignity. Rich countries must help poorer countries achieve this.

**Number 31**

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.



# Admissions Policy Deferral Procedure

Should a parent/guardian wish to defer a school place for their child to a later term in the school year or to defer a full year a case by case review will take place to evaluate if we have the resource to offer an extended place at Pre-School.

## Applying for a deferred place

### Stage 1

- The Operations Manager should be informed by the parent/guardian at the earliest opportunity, but no later than the Buckinghamshire County Council school primary application deadline (typically mid January in the year where the child will start school in the September).

### Stage 2

- The 'Application to Extend Pre-School Attendance' form (available from the Operations Manager) should be completed and submitted to the Operations Manager along with, if applicable, a copy of the Councils 'Out of Year Application for a Buckinghamshire School Place for Summer Born Children' form.
- Deadline for returning the form to Pre-School is by the end of February.

### Stage 3

- The parent/guardian should inform the Operations Manager of the council's decision on the same day.

### Stage 4

- Should the Council approve the deferral request, then a Pre-School review meeting will take place to review each request on a case by case basis with regards to our Pre-School resources.
- In attendance at this meeting will be the Pre-School Manager and one or more members of the Committee.

### Stage 5

- The parent/guardian will be informed of whether the Pre-School will offer a place before the date that Buckinghamshire County Council issue the first round of school placement offers.
- Please note that if a place is offered it may not be for the same sessions.

### **Stage 6**

- The parent/guardian should inform the Operations Manager of the date they will begin their child at school. This should be before, but no later than, the Buckinghamshire County Council closing date for the first round of acceptances.

### **Stage 7**

- Should the parent/guardian wish to appeal against the decision they should follow the Pre-School Complaints Procedure from Stage 3.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) \_\_\_\_\_

Signed on behalf of Seer Green Pre-School (Committee Chairperson) \_\_\_\_\_

This procedure was reviewed as indicated below:

*2007 created*

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*July-Nov 2017 reviewed and updated*

*June-July 2018 reviewed and updated*

*February 2019 reviewed and updated*

*May 2019 reviewed*

*June 2020 reviewed*

*June 2021 reviewed and updated*