

Admissions Policy

This policy and associated procedures were adopted by Chelford Village Preschool on October 30th 2023.

Date of last review: 30th October 2023

Date of next review: 30th October 2024

Version: 1.0

Version Control Table

Version	Date Reviewed	Reviewed By	Comments
1.0	30 th October 2023	Katherine Bones	New Policy Adopted

Admissions Policy

Purpose

Policy Statement It is our intention to make our pre-school accessible to children and families from all sections of the local community regardless of ethnicity, gender, special education needs, disabilities, background, religion or competence in spoken English.

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 is accessible using simple plain English, in spoken or written form.
- We describe our pre-school 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 pre-school 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 pre-school 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 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.

Visits

We welcome visits from parents and children who are considering applying for a place at our setting. This is an opportunity for you to see what we have to offer.

Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our setting.

If you would like to visit our Pre-School, you should contact us to make an appointment.

How to apply for a place

To apply for a place at our setting you should use our Registration Form. The form is available by request from the Pre-School, and is available to download from our website.

Places are not allocated to a child automatically, we will publicise the need to apply but the responsibility for making an application will be with you as the parent.

New Admissions

- Children can attend the setting from the age of 2, up to their 5th birthday
- Our main admission of new children takes place at the beginning of each new school year in the Autumn Term – every September. We also accept new children into preschool in the Spring Term (January) and Summer Term (April), subject to places still being available.
- We operate admissions and allocate sessions to new children through our Admissions List.
- We arrange our Admissions List in date of birth order with oldest children taking priority. This is usually regardless of the time spent on the Admissions List.
- We allocate a minimum of two sessions a week for each child.
- We offer places to 2 year old children provided we have sessions available and there are no children with higher priority on our Admissions List at the time. We can normally accommodate a maximum of five 2 year olds in each session.
- A completed Registration Form must be received in order to add a child to our Admissions List.
- The Registration Form must be received before any deadline we set in order for a child to be added to the Admissions List for the term in question.

Admissions starting in:	Registration Form must be received by:	Will receive confirmation of place and sessions allocated by:
September (Start of Autumn term)	End of March (End of Spring term)	Mid way through Summer Term
January (Start of Spring term)	End of July (End of Summer term)	Mid way through Autumn Term
April (Start of Summer term)	End of December (End of Autumn term)	Mid way through Spring Term

- After the deadline has passed, we begin to allocate sessions and offer places to new children wishing to join at the start of the following term.
- We try to be flexible about the allocation of sessions and endeavour to accommodate preferences provided that this does not disrupt the pattern of continuity in the setting or prevent other new children from joining the pre-school.
- Where the demand for sessions increases availability, our policy will take into account the vicinity of the home to the setting, whether any siblings currently attend the setting, and our capacity to meet the individual needs of the child.

Continuing or making changes to existing sessions

- To keep their existing sessions, parents must complete a booking form each term, even if no changes are required. Assuming we are in receipt of a completed booking form by the deadline, we guarantee that children will be able to keep their existing sessions into each subsequent term.
- Parents will be notified of the exact date of the deadline each term, and we will endeavour to send sufficient reminders to parents of approaching deadlines. However, the responsibility to complete and return the booking form before the deadline is ultimately with the parents.
- Any booking forms received after the deadline will risk losing their place and automatically join our waiting list, places will then be allocated against availability and policy criteria.
- We try to accommodate requests to change or increase sessions from existing children provided that this does not prevent new children from joining the pre-school. Children who have been attending pre-school for at least one term will be able to requesting an increase or change to their current sessions, and this will be considered after any new admissions have been allocated.
- We try to be flexible about the allocation of morning and afternoon sessions and endeavour to accommodate preferences, provided that this does not prevent other new children from joining the pre-school. Where a full day space is available, first priority will be given to children wanting a full day session, and the second priority will be given to children only wanting half a day.
- Parents of existing children are asked to request any changes to their child's sessions by the dates outlined in the table below:

Changes to Sessions starting from:	Must be requested by:	Will receive confirmation by:
September (Start of Autumn term)	End of March (End of Spring term)	Mid way through Summer Term
January (Start of Spring term)	End of July (End of Summer term)	Mid way through Autumn Term
April (Start of Summer term)	End of December (End of Autumn term)	Mid way through Spring Term

- Any changes requested after these deadlines will still be considered, but they will go to the bottom of the waiting list.
- Where the demand for sessions increases availability, our policy will take into account the age of the child, the vicinity of the home to the setting, whether any siblings currently attend the setting, and our capacity to meet the individual needs of the child.
- Parents should note that once they have requested an increase or change to their sessions, and this has been confirmed in writing/via email, that they are committed to any increased sessions allocated. If parents subsequently cancel additional sessions ahead of the start of term, then we reserve the right to impose a full half-term's fees in respect of any sessions cancelled.

Confirmation of Places and Sessions

- Places will always be confirmed via email by the setting manager. Parents who have returned their booking form by the deadline will be contacted individually with confirmation of their place and their allocated sessions.
- Once we have emailed your confirmation of place, our notice period as outlined in our Fees Policy, will come into effect, and we will require half a term's notice for any reduction to your confirmed hours, or should your child leave the setting.

Priority Admissions

- Where possible we will keep a space available for priority admissions.
- We reserve the right to consider applications for Priority Admission over our normal Admissions List.

- Priority Admissions follow a recommendation from an appropriate professional (for example a GP, Health Visitor, Social Worker or Speech Therapist) that entry to the preschool would be of real benefit to the child concerned.

Free Early Education Entitlement Funding

- We accept 2 Year Old Funding, Universal and Extended Hours Funding.
- Extended funding hours are only available with a verified eligibility code. It is the parents / carer's responsibility to re-confirm eligibility code every 3 months.
- In order to claim their Free Funded Hours, Parents will need to complete a Funding Declaration Form before the start of each term. We will notify parents when this needs to happen and ensure that parents have been given a copy of the form to complete and sign. Declaration forms will be made available from preschool, or to download from our website.
- Parents will be notified of the exact date of the deadline for completing and returning their Free Early Education Entitlement Declaration forms, and we will endeavour to send sufficient reminders to parents of approaching deadlines. However, the responsibility to complete and return the FEEE Declaration form before the deadline is ultimately with the parents.
- Extended Hour Funding can only be offered where there is session space available.

Please view our Fees Policy for further details. Alternatively, for further information regarding funding please visit:

www.childcarechoices.gov.uk

Cheshire East – Free Childcare for 3-4 Year Olds

<https://www.cheshireeast.gov.uk/livewell/looking-after-someone/childcare/free-early-education-feee-3-4y-olds.aspx>

Cheshire East – Free Childcare for 2 Year Olds

<https://www.cheshireeast.gov.uk/livewell/looking-after-someone/childcare/free-early-education-feee-2yr-old.aspx>