

mossley
preschool



1. Administration

1.1 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 setting through open, fair and clearly communicated procedures.

Whilst Mossley CE Primary School is our closest school, and we have close links with the school, the Pre-School is in no way affiliated with the school. Just because a child attends our Pre-School this does not mean that they will be allocated a place at the school by the Local Education Authority.

Early Years Foundation Stage key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

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 about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.

- The pre-school is registered to take 26 children per session (31 for registration time only on a Friday).
- We arrange our admissions waiting list in birth order. We arrange our admissions list in accordance with the following guidelines:
 - The pre-school intake area is CONGLETON. Children outside of the intake area are taken on the admissions list, but sessions are only offered if space is available, after all children within the intake have been accommodated.
 - siblings already attending the setting.
 - General places at each intake are filled as far as possible in the following way in the following order of priority:
 - Children already in Pre-School who attend sessions (either General or Rising Five sessions)
 - with children who will be 3 years of age and above, that term and in order of date that the child is put on the waiting list,
 - with children who are 2.5 or over if any places remain available
 - If no places are available, children's names are added to the waiting list for any places that become available at the next intake.
 - Children already attending Pre-School will be given priority over those on the waiting list for Rising 5 places.
 - A place will be offered to you by telephone or email, if you do not respond to messages left for you over the period of 10 days then the place may be re-allocated to another person
 - Order of preference as indicated by parents on the admissions form for the next years Rising 5 sessions. We endeavour to ensure everyone is given their first choice place. The Committee then look at all second choices, then third choices etc until all places are filled. Please note that where no preference is indicated this will be ranked lower than where a preference is indicated.
 - Every effort is made to ensure that sessions requested are given, but where they are not available an alternative session(s) is offered. Sessions are given on a first come first serve basis, i.e. priority given to those who have previously requested a specific session(s).
 - Any admission request must be made in writing to the Admissions committee member (committee contact details are displayed on the notice board). (Application to join form attached 1.2)
 - A child can only attend 1 session per day. Rising Five children are eligible to attend the all day session on Friday's.
 - When a child attends for an introductory visit, the parent/carer of the child **must** stay for this visit. This is because the child is not yet officially on the register and emergency contacts for them may not be available.

- At the beginning of each academic year, we will endeavour to offer 1 Rising 5 session to each eligible child currently attending PreSchool starting school the following year, with any extra Rising 5 places offered on a first come first serve basis.
- We 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 monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- 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.
- The 3 – 4 year old voucher scheme only covers an 11-week term. Our terms usually 12-14 weeks, therefore if there is a shortfall in the voucher funding, **children claiming vouchers will be charged for the extra weeks** not covered by the scheme, at the advertised rate for that session.
- Once a place has been taken at pre-school, a period of **4 weeks notice** is required, in writing, before any cancellation or reduction in the number of sessions a child attends can be accepted.
- A registration form must be completed for each child and is confidential (Registration form attached 1.3). Details required include:
 - Child's full name
 - Address
 - Date of Birth
 - Health Information
 - Parent's full names and addresses (if different from the child's)
 - Child's doctors name, address and telephone number
 - Parent's place of employment and telephone numbers
 - Emergency contact(s) names, addresses and telephone numbers

- Names and telephone number of people authorised to collect child
- Authorisation of photographs, short trips i.e. Visit to Mossley School, Hightown shops

It is the parent's responsibility to keep the Pre-School notified of any changes.

This policy was adopted at a meeting of	<u>Mossley PreSchool</u>	name of setting
Held on	<u>2nd December 2009</u>	(date)
Date to be reviewed	<u>January 2011</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Elizabeth Claire Smallman</u>	
Role of signatory (e.g. chair/owner)	<u>Chair</u>	