

The logo for Mossley Preschool features the name 'mossley preschool' written in a blue, cursive font. To the right of the text is a simple line drawing of three stylized figures holding hands, representing a family or a group of children. The entire logo is set against a light blue background.

mossley
preschool



Information and Records

10.2 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 Preschool is in no way affiliated with the school. Just because a child attends our Preschool this does not mean that they will be allocated a place at the school by the Local Education Authority.

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, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Our policy may take into account:
 - **If the child is a looked after child**
 - **If the child has exceptional social or medical needs**
 - **the age of the child, with priority given to children who are eligible for the free entitlement**
 - **number of sessions required**
 - **the vicinity of the home to the setting;**
 - **whether any siblings already attend the setting;**
 - **children already attending Preschool will be given priority over those for Rising 5 places and**
 - **the capacity of the setting to meet the individual needs of the child.**
 - 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 for the next years Rising 5 sessions.
 - 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) may be offered.
 - any admission requests must be made to the Preschool administrator via email or telephone.
 - rising 5 children only are eligible to attend the all day Friday session.
 - 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.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
 - Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
 - Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
 - We support children and/or parents with disabilities to take full part in all activities within our setting.
 - We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
 - We share and widely promote our Valuing Diversity and Promoting Equality Policy.
 - 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.
 - Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
 - Once a place has been taken at Preschool, 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. 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
 - Who has parental responsibility
 - Who is the child's legal guardian
 - Who does the child normally live with
 - Names and telephone numbers of people authorised to collect child
 - Authorisation of photographs, short trips i.e. visit to Mossley school, local church

it is the parent's responsibility to keep the Preschool notified of any changes.

This policy was adopted by	Mossley Preschool	<i>(name of provider)</i>
On	March 2020	<i>(date)</i>
Date to be reviewed	Annually	<i>(date)</i>

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)