

# St. Mary's Pre-School Playgroup

## Policy: Admissions

It is the intention of the Group to make our pre-school genuinely accessible to children and families from all sections of the local community. In order to achieve this, we will ensure that the existence of the Group is made known in the local community. We will describe the Group and its practices in terms which make it clear that we welcome all families and aim to provide an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents. We welcome all children within the parameters set by our premises, facilities and the staff levels.

At St. Mary's we maintain a free waiting list. No parent is required to pay a deposit to secure a place, we work with a rolling waiting list and parents are encouraged to book early for places. Offers of places will be made having regard to the date of application and then to the age of the child. The Group's main intakes are September and January.

On completion of an Application Form your details will be stored on our data base in date of birth order. Prior to your child attending we will contact you via-e-mail to re-affirm the place is still required before a firm offer of place is made. It is essential you confirm your wish to take up an offer of place as spaces are extremely sought after.

Once you have confirmed that you wish to take up an offer we require a £20 NON-REFUNDABLE ADMINISTRATION FEE. **This Fee is only applicable if your child is NOT receiving Government Funding,**

Leading up to your child's start date you will be asked to attend a session where parents must complete Registration Forms, give a copy of the child's birth certificate, sign copies of the Parent Contract – stating hours your child will attend. Where applicable this is an agreement to allow us to claim the government funded place. The Registration Forms must be completed before your child starts these forms provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and session, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Children will be offered additional sessions up to a maximum of 8 sessions per week depending on availability. These sessions may consist of morning and afternoon sessions. To accommodate all children, we may need to restrict the number of sessions children attend.

Children transferring from the Club Room to the Main Hall will be offered extra sessions as soon as they become available. These places will be offered by date of birth. If extra sessions are not taken when offered, we cannot guarantee the availability of sessions at a later date.

Once your child has commenced pre-school any changes or cancellation (notice to leave) must be made in writing. We require Four (4) weeks notice in writing.

If withdrawal takes place immediately we ask for the corresponding fees to cover the Four (4) week notice period due to loss of revenue to the pre-school.

**Providing Government Funded Places** – 2 year old funding, universal 15 hours and extended entitlement (30 hours)

All funded sessions are in line with the Government’s Statutory Guidance and Local Authority requirements. When you register your child for their funded place we will discuss your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes. Please note, admissions for free nursery education have a termly intake.

|            | 2 year old funding                              | Universal 15 Hours   | Extended Entitlement (30 hours)   |
|------------|---|--|---|
| Free Offer | Monday to Friday 9am until 12pm 38 weeks a year | Monday to Friday 9am to 12pm. Monday, Wednesday and Thursday 12.45pm to 3.45pm 38 weeks a year | At the present time we are unable to offer the 15 hours Extended Entitlement. |
| Intake     | Term after child turns two                      | Term after child turns three until compulsory school age                                       |   |

Lunch Club is available from 12pm to 12.45pm at an additional cost of £5 per session on Monday, Wednesday and Thursday only. You are required to bring a packed lunch.

This Policy was adopted by the Management Committee on.....

Signed on behalf of the Group.....(Chair)

