



Admissions policy

Statement of intent

It is our intention to make our pre-school accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures:

- We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible - in written and spoken form.
- We describe our pre-school and its practices in terms which make it clear that it welcomes parents, guardians, other relations and other carers.
- We describe our pre-school and its practices in terms of how it treats individuals, regardless of their gender, special educational needs and disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our pre-school and its practices in terms of how it enables children with disabilities to take part in the life of the pre-school.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of the pre-school to avoid excluding anyone.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

Registration

Before a child is admitted to the pre-school, parents and the child/ren will be invited to have a tour around the pre-school, and a registration pack will be given to the parent to complete.

A home visit is organised by the pre-school, then settling in dates will be arranged for the child to start. Any person authorised to drop or collect the child from the pre-school must be aged 16 years or over.

Pre-school sessions are offered as follows:

Monday to Friday, from 8.30am to 3.00pm.

Fees

A fee of £6 per hour is charged for 2 year olds that are not eligible for Free Early Education Entitlement. Parents also have the option to take up additional sessions (in excess of their 15 or 30 FEEE hours), this is also charged at £6 per hour.