

## **Chudleigh Pre-school**

**Registered Charity No: 1028874**

**PLA No: 22478**

### **Registration and Admission Policy**

**Definition:** In this policy a *session* refers to a morning or an afternoon slot at the Town Hall or School site. It is noted that these slots do not necessarily run for the same length of time.

#### **Aim**

It is the Pre-school's intention to make the setting accessible to children and families from all sections of the local community. The aim is to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

#### **1. Registration (both sites)**

Chudleigh Pre-school Town Hall site and School Site are currently registered with Ofsted for a maximum of 22 and 18 children per session, respectively. The Town Hall is registered to take children from 2-5 years old. The School Site is registered to take children from 3-5 years old.

#### **2. Admissions Policy**

- 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, we will do our best to provide it in different community languages and in other formats on request.
- We offer funded places in accordance with the 'Local Conditions of funding the Early Years Entitlement for 2, 3 and 4 year olds'.
- 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 it welcomes both fathers and mothers, other relations and other carers, including childminders.
- 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 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 families' needs.
- 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.
- We are able to provide a transfer service between our two sites to enable children to access full day childcare and to utilise their 15 hours funded childcare.

### **3. Admissions Procedure**

#### **Town Hall**

- i A child must be aged at least 2 years old to be admitted into Town hall Site and left in the Lead Practitioner's care.
- ii A child will not be refused a place on the grounds of race, religion, colour, sex, health or ability.
- iii Parents will need to complete a registration form and a medical form upon enrolment. In order to allow the pre-school to claim any funding for the

child's place, proof of the child's date of birth must be seen and a copy kept by the pre-school (in case of audit by Devon County Council) upon enrolment.

- iv Sessions are offered, space permitting, according to the parents' preferences and availability.
- v Extra sessions will be offered depending on availability. The allocation of spare places is decided upon during the half term prior to the start of the relevant term. When demand for sessions is high, any extra sessions will be allocated on careful consideration of the below admissions criteria.
- vi When there has been a poor attendance record and a large number of unauthorised absences then the pre-school will work with parents and any other involved outside agencies to try to resolve the situation. Persistent lack of attendance after such intervention may be taken into consideration when allocating extra sessions. Authorised absences are as follows:
  - Sickness of child/parent/sibling
  - Annual leave
  - Bereavement
  - Medical appointments
  - Moving house
  - Closure of setting due to unavoidable circumstances

### **School Site**

To be admitted into the School Site the child must be at least 3 years old and it must be the academic year before the child is eligible to start school for them to be left in the Lead Practitioner's care.

This is as the admissions procedure above but the following will also apply:

- Due to the varying demand for places, we will endeavour to offer at least two sessions per week at the School Site for each eligible child.

#### **4. Admissions Criteria**

The following is taken into consideration when drawing up a waiting list or offering spaces.

##### TOWN HALL

Applications for places at the Town Hall will be allocated according to the following criteria:

1. Special educational or social needs
2. Vicinity to school (priority given to children in school catchment area - Chudleigh and Trusham)
3. Funded Children
4. Sibling in the setting
5. Age (We currently limit the number of 2 year olds).

If sessions are full a waiting list will be utilised based on the above criteria and date of application.

##### SCHOOL SITE

Due to increasing demand for places at the School Site a deadline for applications for September start will be implemented towards the beginning of the Summer half term. The aim will be to notify parents before the May half term.

We will endeavour to offer 2 sessions at the school site, with a maximum of 3 sessions per child.

Once applications are received places will be offered according to the following criteria

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1. Special educational or social needs
2. Children who are currently attending Chudleigh Pre-school (Town Hall site)
3. Vicinity to school (priority given to children in school catchment area - Chudleigh and Trusham)
4. Out of area children

For applications after the deadline, a waiting list will be drawn up and applications considered based on date of application and the above criteria.

A procedure document will be drawn up to accompany each September application process, along with an accompanying application form.

Reviewed

July 2019

Related Policies:

Equal Opportunities Policy

Inclusion and SEN Policy