



## **10. ADMISSIONS POLICY**

Forest Row Community Pre-School is registered by Ofsted to accept all children in the local community between two and five years of age.

### **Allocating Places**

It is our intention to make our Pre-School accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

When a parent/carer goes about registering their child, they must note the requested start date and preferred sessions. We require a child to take at least two sessions for continuity.\* We will make every attempt to satisfy all requests for places but if the number of children requesting the specified sessions exceeds the numbers of places available, priority will be given in this order:-

1. Children already attending Pre-School who request extra days.
2. Children with older siblings currently attending the Pre-School.
3. Children eligible for 2 year old funding.
4. Older children who need to become familiar with children in the Pre-School prior to starting school.
5. Children living in the Forest Row area.
6. Then a waiting list will be put into effect.

Admission will otherwise be on first come, first served basis for those children able to attend Pre-School at that time.

The Administrator will also take into account, after consultation with the supervisor any relevant social or emotional requirements which may affect the child's allocation.

Children with SEND will be offered a place and we will work closely with parents to ensure we are fully able to meet the needs of the child within the limits of our setting. We will endeavour to make necessary adaptations to be fully inclusive to each child. However, some constraints (such as the buildings layout) may not make it possible.

### **\*Socialising sessions**

Rising 5s who are hoping to go to the Forest Row C of E Primary school in September, but attend another setting, can join the Monday afternoon as a socializing session.

This cannot be taken from funded hours and will be charged at our sessional rates. A key person and a Tapestry Learning Journal will only be allocated at an additional cost per week, details of which can be found in our latest schedule of Term Dates & Fees.

## **Afternoon sessions for two-year olds**

The option of attending afternoon sessions for two year olds will be discussed with your child's key person and the Supervisor and will be decided upon according to their needs and capabilities. If it is offered, it will be on a trial basis to see if the child can cope as we do not have sleep facilities, and in our experience, younger children do not cope well with a longer day.

## **Records**

Pre-School is required to obtain information on each child upon registration. This information includes: child's full name, date of birth, name and address of every parent and/or carer who is known to setting, the child's main address, emergency contact details, medical information, allergies, name of doctor and health visitor and their contact details. We also request permission to contact any other health professionals that are involved in the care of the child. If parents are separated or divorced, we enquire as to who has parental responsibility. The Administrator and Supervisor will check a newly completed registration pack thoroughly to ensure all required information has been provided and if any queries need to be raised ahead of the child starting. Registration packs are required to be submitted at least two weeks before a child's start date.

You will be asked to complete a 'Getting to know me' form, which will provide further useful information about the child. This will include the child's likes and dislikes and details of the child's personal care routine.

Details of a child's other early years setting is also requested so we are able to share relevant information on the child with other care providers.

It is the responsibility of the child's parents/carers to inform the Administrator of any changes to this information as soon as possible so they can be updated.

## **Holidays**

Forest Row Community Pre-School operates in term times. Our holidays and inset days are in line with the East Sussex County Council Local Authority.

We close on all Statutory Public Holidays.

## **Withdrawing a child's place**

Forest Row community Pre-School reserves the right to withdraw a child's place due to:

- Persistent lateness at either drop-off or collection, which causes disruption to a session and/or distress to the child. This decision would be reached only after three warnings. (Our sessions start promptly at 9am and 12pm. Once session has started the doors will not be opened again until 12pm, 1pm and 3pm).
- Late, non-payment of fees and late collection charge. *Please refer to the Fees and Monies Policy, Policy number 11.*
- The child's behaviour having a negative impact on the day-to-day operations of a session and being unable to resolve by other means.
- The setting being unable to meet the needs of the child and after in-depth consultation with the parents/carers and relevant outside agencies.
- A parent/carer's behaviour being violent or abusive towards the staff.

## **Closure**

In the event of the number of children subscribed to any one session falling below six children, we would consider stopping that particular session until we had the minimum number of children (six)

subscribed once again. We would give the parents of affected children as much notice as possible and endeavour to offer their child another session.

If Forest Row Community Pre-School was unable to open due to exceptional circumstances that meant opening would put us in breach of safety regulations, parent/carers would be notified as soon as the decision had been made via the most effective means at the time.

If this was to happen then:

- all non-funded children would be:
  - 1) Offered alternative sessions.
  - 2) Offered a refund if we were unable to satisfy the request of alternative sessions.
- All funded children, if the closure were for longer than one week, would be given the option of transferring funding.

<b>Date Updated</b>	<b>Reviewed</b>	<b>Next Review</b>
October 2015		
February 2016	July 2016	July 2017
	November 2016	November 2017

Chair of the Committee's signature: .....

Supervisor's signature: .....

Deputy's signature: .....

Date: .....