



## **Guildhall Feoffment Preschool & Nursery**

### **Admissions Policy**

#### **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. We take children from the age of 9 months and children can stay with us up until they are eligible to start Reception, unless a request is formally made, and agreed by management, to extend to stay an additional year.

#### **Procedures**

- We ensure that the existence of our setting is advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- The Child's parent/carer must complete an application form, and this is filed by the manager. Each application will be considered on an individual basis and at the discretion of the setting places will be prioritised according to our allocation of sessions (see over). In addition, our policy may consider the date entered on the waiting list as well as the age of the child.

#### **Waiting List**

- When the initial contact is made, usually through our website the application form is placed on file until such a time that a space becomes available. (Notification of having received the form via email is sent upon receipt.)
- If a place is immediately available, and there is no one else eligible to start on the waiting list, an email will be sent to invite them to contact the setting to start the registration process.
- If a parent/carer was on the waiting list and a place becomes available, they are contacted via email to see if they are still wanting a place at the setting.
- Parents/carers are then invited along with the child to visit the setting. During this visit parents/carers are shown around the premises, introduced to the staff team and the learning and development opportunities available to the children at the setting.
- Parents/Carers are given 2 weeks to reply to accept a place and the deposit (if required).

- If they have not been in touch within 2 weeks, then the Parent/Carer will be contacted again. If after another 2 weeks there has been no reply, then their name is taken off the waiting list.

### **Offer of Places**

In most circumstances, we aim to have termly admissions to minimise disruption and to support induction arrangements. However, if spaces are available, children may be admitted at any point as we cannot afford to leave places empty. This may mean that a child is offered a place in September, but they have not had their name on the waiting list if a child who is waiting for a place in January.

- All children are entitled to the first fifteen hours of Early Education Funding and those with working parents may be entitled to the additional fifteen hours. Parents must check their eligibility online.
- We offer places to children who are eligible for 15 hours Early Education Funding, these being children the term after they have turned 3 years of age and those who are eligible for 2-year Funding, as well as children whose parents will be invoiced for all their hours or additional hours.
- For those children, eligible for the 30 hours Early Education Funding we will allocate as many places each year for parents/carers as is financially sustainable for the setting. These places will have set times and parents must prove their eligibility before a place can be reserved for the additional fifteen hours.
- Grace Period- A child will enter the grace period when the child's parents cease to meet the eligibility criteria. If a child drops out of eligibility in the first half of a term, they remain eligible until the end of that term. If they drop out of eligibility in the second half of the term, they remain eligible until the end of the next term.
- Priority will be given to maximise occupancy. E.g., If 3 sessions are available priority will be given to a child requiring 3 sessions over a child requiring only 2. The decision will be made by the Manager. There is no right of appeal.
- \*Please note that we do not accept children doing only 1 day.
- \* Please note that we only offer 1 session per day eg, 8.30-4 is classed as 1 session
- We take the following matters into account when prioritising and deciding on admissions:
  - Serving the needs of the local community
  - Availability of places considering the staff, child ratios, the age of the child.
  - Children who are already attending the setting
  - Siblings of children already attending
  - When the application is received (extra weight is given to those who have been on the waiting list the longest)
  - A child requiring a full-time place may have preference over one requiring a part time place. This is dependent upon work commitments, occupancy, and room availability
  - Full-time year-round places in date received order will be prioritised over part time places where a full time place is available.
  - Full time term time only places in date received order will be prioritised over part time places where a full-time place is available.
  - Children on the waiting list depending on the start date requested

- Funded only places are limited.
- Every effort is made to accommodate preferences however no guarantees can be given that parents/carers will be given their first choice of sessions.

### **Deferring your child's place another year**

The child who is eligible to start Reception in the September will cease being registered with our setting when the summer term ends in July (term time only) or the last day in August (year-round). If a Parent / Carer of a child, wishes to defer their offer of a school place (if they turn 4 by August 31<sup>st</sup>) must make an application to extend their child's place and is subject to our availability.

Signed T Bucher

Date: February 2023

Review Date: February 2024