

Admissions Policy

Statement of intent

It is our intention to ensure Downside preschool is accessible to children and families from all sections of the community.

The numbers and ages of children admitted to the preschool comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities available at the preschool.

Aim

We aim to ensure that all sections of our community have access to the preschool through open, fair, and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following Admissions Policy:

- We ensure that the existence of the preschool is widely advertised in places accessible to all sections of the community.
- We ensure that information about our preschool is accessible - in written and spoken form and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- Children entitled to NEF funding will take priority, then listed in birth date order giving priority to siblings.
- We describe our preschool and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations, and other carers, including child minders.
- We describe our preschool and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our preschool and its practices in terms of how it enables children with disabilities to take part in the life of the pre-school.
- We make our Equal Opportunities Policy known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families with prior agreement between pre-school and parent/careers.
- We are open from Monday to Friday 8.45 – 3.15.
- Children entitled to NEF, will not be charged for the first 15 hours of attendance. A contract stating this will be completed between preschool and parents.
- We take Children from 2 years to statutory school age.

Prior to a child-attending preschool, parents must complete and sign a contract and registration form. These forms provide the preschool 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 sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc. The child's birth certificate, passport or red health book must also be seen.

This policy was adopted on	1 st September 2023
Signed on behalf of the pre-school	Julie Russell
Disseminated to staff on	1 st September 2023
Date for review	September 2024