



# CHARMINSTER PRE-SCHOOL

## Information and Records. 10.2 Admissions



### 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.

### Procedures

1. We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
2. We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required.
3. We arrange our admissions list in the following order (arranged by date of birth within each category).
  - Looked after children, SEND children or Funded 2-year-olds in catchment.
  - Children living in the catchment area i.e. those that will go to St. Mary's CE First School, Charminster and with a sibling at preschool.
  - Children living in the catchment area with a sibling at St. Mary's CE First School, Charminster.
  - Children living in the catchment area.
  - Those applying after the cut-off date (date will be published on our website) who are in catchment. (These will be prioritised on the above ordering).
  - Children living out of catchment (prioritised on the above ordering).
4. We keep a place vacant, where possible, to accommodate an emergency admission.
5. We describe our setting and its practices in terms that make it clear that it welcomes; fathers and mothers, any relations and carers, including childminders.
6. We describe our setting and its practices in terms of how it treats 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.
7. We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
8. We make our Equal Opportunities Policy widely known.
9. We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.
10. Where possible, 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



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stability for all the children or involves a member of staff being away from the setting thereby altering staff ratios.

### Age Groups

We offer care to two age groups.

- **Under threes** – Children may be admitted from the half term after their 2<sup>nd</sup> birthday, provided there are available spaces. During the Summer term we only offer places for new children aged 2 years 9 months and over to best meet the needs of all our pre-school users. Children not yet meeting this age threshold will be offered a space, in line with our admissions procedure, in the following Autumn term, provided there are spaces available.
- **Pre-school age 3 – 4** – Admitted as soon as space is available and allocated in line with our admissions procedure.

### Sessions

1. We offer morning or whole day sessions, Breakfast Club, Early Start, or After Preschool Clubs (Mondays, Tuesdays and Wednesdays).
2. The number of sessions may be dependent on the number of children on the register. We require children to attend a minimum of two sessions to aid the settling in process and familiarisation and avoid disruption to both the child and the other children.
3. Sessions are offered over a maximum of 4 days. This may be 4 mornings, 4 full days, or a mixture of both depending on the family's requirements and our availability.
4. All sessions are available to both the younger and the older Pre-school children. However, the number of 2 years olds is limited due to EYFS staff-child ratio requirements.

The maximum number of children per session is 34, within this we will admit:

- **2-year-olds:** A maximum of 8 per session, or dictated by staff ratio's.
- **Pre-school age 3 - 4:** A maximum of 34 per session (if no under 3's are present).

For their first term at pre-school, children under 2 years 9 months of age will be offered morning sessions only to aid their settling in. After a term these may be increased to full days if staff deem the child to be content at pre-school and if staffing ratios permit. 2-year-olds who have previously attended day nursery will be able to apply for full days immediately, however this is at the Pre-School's discretion and in the best interests of the child.

5. When admitting children and allocating Sessions, Breakfast Clubs, Early Starts and After Preschool Clubs, the overall number of children attending must be considered.



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### 6. Session opening times are as follows:

- **Breakfast Club** **08.00**
- **Early Start** **08.30**
- **Normal start** **09.00**
  
- **Morning collection** **12.30**
- **End of day collection** **15.00**
- **After Preschool Club 1 collection** **16:00 (Monday, Tuesday, Wednesday only)**
- **After Preschool Club 2 collection** **17.00 (Monday, Tuesday, Wednesday only)**

### Late Arrivals

Late arrivals impair the security of the site and reduce staffing ratios. In the interests of fairness to all children within the setting and to minimise disruption to these children, it is imperative that the session's start times are adhered to by parents/carers.

All gates must always be shut behind you for security of the children in the setting.

To this end, those times will be enforced within a tight time frame. With regards to Early Start, the doors will be locked at 8.35am. With regards to all other sessions, the gates will be locked.

Arrival times are noted and if a pattern of lateness is noted we will discuss this with you in order to understand the barriers to a prompt arrival.

### Late collection

Equally late collections can have a similar effect, and parents are asked to ensure that collection times are adhered to as closely as drop offs.

Parents are asked to ensure that in exceptional circumstances only, they phone the setting to notify about unexpected late arrival or collection. Late collections in all cases other than exceptional circumstances will be met with a fee as set out in our fees policy.

### Starting Pre-school

1. Prospective parents / carers and children are invited to visit prior to starting the Pre-school. This may take the form of a Pre-start visit or attendance at a gardening club. This is to enable them to meet the staff and generally to find out more about the Pre-school.

2. Prior to starting the Pre-school, the parent / carer is asked to fill out a registration form. This information is treated with the strictest of confidence and the form is kept in a locked filing cabinet.

This information documents:

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.



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- Place of work, address and telephone number (if applicable).
  - Mobile telephone number (if applicable).
  - Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
  - Who has parental responsibility for the child.
  - Information about any person who does not have legal access to the child.
  - A password which is used to identify persons who are to collect children, where these persons are unknown to staff.
3. The parent / carer will also be given a prospectus or information booklet which contains information about the Pre-school.

**Failure to comply with policies, procedures and legal requirements that safeguard children constitutes gross misconduct and will result in the disciplinary process commencing.**

**April 2023**