



Admissions Policy.

It is our intention to make our Pre-school accessible to all children and their 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

- We ensure that the existence of the Preschool is widely advertised in places accessible to all sections of the community. We will place notices advertising the preschool in places where all sections of the community can see them, in more than one language if appropriate. Advertising for the pre-school will be on local notice boards, Croydon and Surrey information magazines and local residential newsletters and through other local organisations.
- We have a strict admissions policy (see below for the order of priority).
- We operate a Valuing Diversity and Promoting Inclusion and Equality policy which ensures that all the children have access to nursery places and services irrespective of their gender, race, disability, religion, or belief or sexual orientation of their parents.
- We make our Valuing Diversity and Promoting Inclusion and Equality policy widely known and is published on the pre-school website and the signed paper copies are kept at the Pre-School.
- We continue to consult local parents to ensure that the group goes on meeting the changing needs of the local community. This will be through parent feedback forms.
- We offer flexible attendance patterns to accommodate families and offer the fifteen hours free entitlement for three-year-olds without further fees, until the free weekly entitlement has been used and then pre-school fees apply.
- We are flexible about attendance patterns to accommodate the needs of the individual children and families, providing these do not disrupt the pattern of the continuity in the setting that provides stability for all the children.



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- It is our policy that children attend Chipstead Pre School for at least two sessions per week, these sessions must consist of two sessions on different days.

Policy

Notification

- Parents may register their interest in a place at Chipstead Pre-school at any time. Information and booking forms are available from Chipstead Pre-school, on our website www.chipsteadpreschool.co.uk, by email chipsteadpreschool@gmail.com or by phoning 07881 654 588. The administrator aims to acknowledge receipt of the registering an interest form within one week (during term-time). This is not a commitment to either take or to offer a place, but simply places the child's name on the waiting list.
- The administrator will phone when spaces become available to confirm a place followed by a letter to families. This will be done according to the child's place on our list.
- Once a place has been offered and accepted for a non-funded place, a deposit will be required, which is currently £20.00 per session booked, or a minimum of £50.00, also each new non funded family will be required to pay a £50.00 joining fee. To cancel a place a full half terms notice is required, fees are still payable for term time holidays and any other absences.
- A termly voluntary contribution for consumables and some activity costs will be asked at the beginning of each term.
- Deposits for funded place will be required, this is to hold a child's place and will be refunded on the first day a child attends.
- Prior to a child attending Pre-School, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, fees, and sessions, contact



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- details for parents, doctors contact details, health visitor contact details, allergies, parental consent, and vaccinations etc.
- Parents accepting a place at the Pre School are invited to visit the setting to ensure we can meet their needs and those of their child, during this visit information such as routines, how the setting implements the Early Years Foundation Stage, and details about activities and experiences that are provided for the children are given.

The settings waiting list is placed in order of priority as follows:-

- 1) Looked after children / or those with exceptional circumstances.
- 2) Siblings.
- 3) Age priority. (In the event of more applications being received than the number of places available priority will be given to children who will be attending primary school in the next school year.)
- 4) Date received.

The setting can offer 26 places per session of which:-

Provide a maximum of ten, two-year-old places per session of which any of these can be FEET Funded. Sixteen three / four-year-old places of which any of these can be funded by the Universal entitlement and are able to offer a limited number of spaces, which can be offered the additional +15 hours if eligible. The first fifteen hours will include any afternoon sessions taken.



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This policy was adopted by	Chipstead Pre-school	<i>(name of provider)</i>
On	<u>16th March 2017</u>	<i>(date)</i>
Date to be reviewed	<u>27/8/17</u>	<i>(date)</i>
	<u>8/18</u>	<i>(date)</i>
	<u>12/19</u>	<i>(date)</i>
	<u>1/21</u>	<i>(date)</i>
	<u>Amended 1/1/22</u>	<i>(date)</i>
	<u>Amended 1/23</u>	<i>(date)</i>
	<u>Amended 2-1-24</u>	
Signed on behalf of the provider		
Name of signatory	<u>Katie Burrows</u>	
Role of signatory (e.g. chair, director or owner)	<u>Chair</u>	