

# ADMISSIONS POLICY

## **Policy statement**

It is our policy to make our Pre-school accessible to children and families from all sections of the local community.

The primary aim of the Pre-school is to serve all the children and families of Marlow Bottom. We treat everyone as individuals regardless of their cultural, religious, ethnic and linguistic backgrounds, sex, social group and disability and do not discriminate on these or other grounds.

We have an Equality of Opportunities Policy which is available to all.

We do our utmost to enable children with disabilities to take part in the life of the Pre-school. We have a Special Educational Needs & Disability Co-ordinator (SENDCo) to ensure we follow good practice.

## **Procedures.**

We accommodate 28 children per session ( but may take up to a maximum of 34 children meeting Ofsted requirements regarding floor space) and within this 28 can accept up to 12 under 3 year olds. Children can start at the Pre-school once they are two years old.

We aim to offer all eligible children their Universal funded entitlement of early years education. We are flexible in terms of take-up of funding, this can be split between sessions or taken as full days. More information is available in our Funded Entitlement Policy.

Children can join Pre-school at the start of any term or half term throughout the school year. If we have a lot of children starting at once we do stagger the start date to ensure each child gets time to settle in.

Priority for spaces at the Pre-school will be given to children who reside in Marlow Bottom (proof of residency within Marlow Bottom may be requested).

If we have space available we will take children from outside of Marlow Bottom, and in all cases we will consider the following factors:

1. Current and previous attendance of siblings at the Pre-school
2. Length of time on the waiting list.
3. Children who currently have a close relative living in Marlow Bottom, a parent/guardian working in the village or other close connection to the Pre-school.
4. The child's date of birth.
5. Sibling at Burford School

If we are full, we operate a waiting list and will accommodate children when spaces become available. We aim to keep a place vacant, if this is financially viable, to accommodate an emergency admission.

In order to finalize an accurate and confirmed intake of children, a child's place will be offered approximately half a term prior to the proposed start date. For September start dates places will be offered in June/July.

For non-funded children, Pre-school will only confirm a place upon receipt of a completed Enrolment Form, and a £150 deposit, within 2 weeks from the date the offer was sent out. The deposit will be redeemed as follows: £75 off the child's first term's fees and £75 off the child's fees for the last term for which they are non-funded. The deposit may be refunded directly in exceptional circumstances at the discretion of the Pre-school Committee.

For funded children, Pre-school will only confirm a place upon receipt of a completed Enrolment Form, Parent/Provider Agreement, and any forms and documentation required for funding and £150 deposit, within 2 weeks from the date the offer was sent out. This deposit will be refunded within 6 weeks of the child starting.

If a child's place is offered and confirmed but subsequently the start date is delayed at the parent/carer's request, fees may be payable for half a term.

Any parent who wishes their child to leave Pre-school during a school year should give the Pre-school a minimum of half a term's notice of their intention to leave. If parents remove their child from the Pre-school immediately or during the notice period, they would be expected to pay for the sessions allocated to their child during this time.

Parents wishing to alter sessions should contact the Pre-school Administrator. The Pre-school will make every effort to accommodate a request for a child to change sessions. Parents will be notified as to whether the change can be accommodated as soon as possible after the request has been received. Children must not turn up for alternative sessions without prior agreement.

This policy was agreed and adopted at a Committee Meeting held on	
Signed .....	For and on behalf of Marlow Bottom Pre-school CIO