

Admissions Policy

Statement of intent

We at Bents Green Pre-school would like to feel that our group is open to all families from all sectors of the community.

Aim

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

Methods

- Our Pre-school is advertised in the local **Link** magazine annually and listed in the Sheffield Information Directory. We have also set up a web site at: www.bentsgreenpreschool.org.uk.
- We have a Waiting List in place. A child's name will be placed on the Waiting List **on their second Birthday**. Prior to this their details will be held on an Under 2's list.
- When places become available existing parents will be offered the opportunity to increase the number of days their child attends Pre-school prior to places being offered to children on the Waiting List
- In the spring term all parents will be offered the opportunity to increase their child's days for the following Autumn term unless there are insufficient spaces becoming available to meet the demand.
- Where places become available through the year these will be offered to existing parents prior to children on the Waiting list.
- Priority for offering places to children on the Waiting List is given in this order
- **Looked After Children** requiring a place will be given first priority. If no LAC require a place the following will apply:
- **Half of the places will be offered based on time on the Waiting List**
- **Half of the places will be offered based on age in relation to school entry**
- In order to balance the provision and needs of all the children we are only able to provide spaces for a maximum of 6 children aged under 3, each session
- Where possible we will try to accommodate a child who is requiring a place urgently, due to particular circumstances e.g. in order for a parent to continue in work.
- Our Welcome Pack informs all parents, guardians and carers of the group's aims and general information including what happens in a morning session. Parents / carers are welcome to sign up for our carers' rota once a term, we are always happy to accept offers of help.
- If any parent / carer has a particular hobby or job which they would like to share with the children then we would be delighted to include it in our curriculum.
- We have a Key person system at Bents Green. This means that every child will be allocated to a member of staff who will build up a relationship with you and your child.
- The Key person will also monitor your child's development and help your child to progress to the next stages, in consultation with you. We acknowledge parents as their child's first educators.
- We also welcome children with special needs and the facilities of our group are well suited as the main room is carpeted and easily accessible as it is at ground floor level, as are the toilets. We have a full time SENCO (Special Educational Needs Coordinator) member of staff who will monitor and support any child with special educational needs and, with the help of other members of the group and the various agencies, ensure equal opportunities for learning through play. Our

Main room is large and therefore able to accommodate specialist equipment if necessary.

- We have a separate Equal Opportunities policy which reiterates our practice in that we welcome children and their parents / carers from all cultural, ethnic, religious and social groups with or without disabilities.
- Prospective parents / carers and their children are welcome to visit prior to starting at the setting. An invitation will be sent out towards the end of the half term prior to starting. An Admission / Registration form, together with an "all about me" sheet and permission slip, are sent out at the same time and **MUST** be returned **PRIOR** to the start of term. The information requested in the admission form is vital for the safe running of the group as it provides contact numbers, information regarding allergies and permission to take a child to hospital in an emergency. It is Pre-school policy not to admit a child with out receiving this information.
- The Administrator will hand out a Welcome pack at this visit, which will include a Welcome booklet and copy of our Safeguarding policy.

This policy was reviewed at a meeting of the Pre-school held on

Signed on behalf of the Pre- school.....

Position.....

Next review date.....