

Reviewed & adopted 10/09/18

**BEETLEY & DISTRICT PRESCHOOL**  
Registered as a Charity Number 1029927  
**ADMISSIONS & OPERATION OF WAITING LIST**

The Preschool is open to every family in the community.

The Admissions policy is issued to all families as part of the registration process and can also be accessed on the Preschool website [www.beetley-preschool.org](http://www.beetley-preschool.org) or on request from the Preschool.

Early Education is offered to families for 38 weeks a year, during school term times. Early Education is offered within the national parameters, no session is longer than 10 hours, there is no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register), we do not offer hours before 6am or after 8pm and Early Education will only be offered to children who attend a maximum of two sites in a single day.

Up to 30 funded hours a week can be claimed for children eligible for 3-4 year funding and 10 hours can be claimed for 2 year funded children.

Monday	8.30am to 1.00pm	(3-4 years)
Monday	1.15pm to 3.45pm	(2-3 club)
Tuesday	8.30am to 4.00pm	(3-4 years)
Wednesday	8.30am to 4.00pm	(3-4 years)
Thursday	8.30am to 4.00pm	(3-4 years)
Friday	8.30am to 1.00pm	(3-4 years)
Friday	1.15pm to 3.45pm	(2-3 club)

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

We aim to identify all children that may attract any additional funding such as Early Years' Pupil Premium, Disability Access Fund, Special Educational Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

Please refer to our Special Education Needs (SEND) Policy concerning the SEND support on offer to children and how we support families.

We use the following system for accepting children into the Preschool:

Names are registered on a waiting list as and when we are advised by the parent/guardian that they would like their child to attend.

The waiting list is administered in order of date of birth rather than date of enrolment. However, other factors are taken into account such as families who have moved into the area and children with particular needs or whose needs are urgent. All cases

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are considered as fairly as possible and the final decision is made by the manager and the Committee.

Once a child has reached its third birthday (or in the case of 2-3 club, its second birthday) and **if a place is available**, they will be accepted into the Preschool. If places are limited and several children will be joining at the same time, great care will be taken to ensure each child will have at least one session immediately, with more being offered at the earliest opportunity.

Each Preschool session is limited to 24 places (20 for 2-3 Club)

The progression from 2-3 Club on to Preschool can take place once a child has reached their third birthday, providing a space is available and also providing that the manager, in conjunction with the parents/ guardian, considers the child is ready for the move.

In certain circumstances, children who have not yet reached their third birthday may be accepted into Preschool sessions. This might be when numbers in the preschool are low and the child is due to turn 3 during the term or when the child has come from another setting where they have experienced full day and the parents need the same hours due to work commitment, or there are circumstances within the family that require the child to attend days or hours that cannot be met by 2-3 club sessions.

The decision will be made by the setting manager in conjunction with the child's parent/guardian, taking into consideration if the child is developmentally ready and if it can be accommodated within day-care regulations.

Having been provided with details of the Preschool and before starting, home visits are offered and children and parents are invited to visit the setting to see for themselves what happens and to meet staff. Each family will be given an Admissions Pack which contains our Prospectus, a selection of policies, a Registration form, Privacy Notice, 'All about me' form, and information with regards to 2 year funding where applicable.

As part of the registration process, the Preschool will need to see the child's birth certificate or if unavailable other documentation, i.e. passport, adoption certificate or NHS medical card. This will be used to evidence the child's date of birth and confirm they have reached an eligible age to attend Preschool setting and when appropriate access their free funding entitlements.

A record will be made on the child's registration form of the birth certificate number and the date seen by the Preschool management or deputy manager. A copy will not be retained by the Preschool but may be requested again at a later date.

When a child starts at Preschool, the parent/guardian is welcome to stay for as long as the child needs to settle in – this may be one or more sessions or just a few hours. *See Policy 'Role of the Key Person.'*

A voluntary 'helpers' rota operates at the Preschool. It is our policy to accept one person/volunteer per session, with one child visitor i.e. younger sibling. This is an especially nice way for parents/guardian to get to know the Preschool and to enjoy

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the activities alongside their children.

Once a place has been offered and accepted at any of the Preschool sessions and attendance having commenced, the fees will become payable. See *Policy 'Fees & Charges'*. Parents will be required to sign a form agreeing to this. *'Registration Form.'*

Absences from funded sessions must be verified in writing. *'Absence form.'*

The Preschool requires 4 weeks' notice for any child whose parents wish them to leave the Preschool in order that any remaining funding can be transferred to the next setting. There can be no guarantee that another place will be available at a later date should the place be needed again. This will depend entirely upon demand for the Preschool sessions.

Beetley & District Preschool is a community group, supported and run by an elected Committee of its members. It is registered as a charity and relies on the fees, funding and fundraising to enable it to operate. As such, it requires the help and support of all family members with its fund-raising activities. See *Policy 'Use of Volunteers'*

This policy was written following guidance set out in:

Early Education and Childcare Statutory Guidance for Local Authorities - March 2017

Early Years Entitlements: Operational Guidance for Local Authorities and Providers - April 2018

Signed:	Chairperson	Manager
Date:	Date for next Review:	