

ST GILES & ST JOHN PRESCHOOL

St John Methodist Hall
Yews Avenue/Great Cambridge Road
Enfield
Middlesex
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Tel: 01992 710531
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ADMISSIONS POLICY

Statement of intent:

It is our intention to make our Preschool accessible to children and families from all sections of the local community.

Aim:

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

Procedures:

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of the Preschool is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Preschool is accessible - in written and spoken form.
- We arrange our waiting list in birth order. In addition our policy may take into account the following:
 - siblings already attending the Preschool.
 - length of time on the waiting list
- Children with identified SEN will be given priority admission.
- The Preschool is open to every family in the community.
- No more than 26 children may attend at any one session.
- Children are admitted from 2 years, depending upon the availability of space, and readiness of the individual child to stay happily within the group. A child can remain with us until the term before his or her 5th birthday.
- We are unable to keep places open for those children who have either a Spring or Summer birthday. However, they are given priority should places become available and usually can have the sessions of their choice in the following Autumn term.
- Children may attend Preschool for between 2 and 5 sessions per week, these sessions are 3 hours long. Children are expected to attend a minimum of 2

sessions a week. Less than this does not give enough continuity for a child to settle adequately within the Preschool. We recommend that younger children should start with 2 or 3 sessions per week but may increase this to 4 or 5 when parents and staff feel they are ready and able to benefit from more sessions, subject to availability of places.

- We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We will liaise fully with parents and professionals to ensure that it would be in the child's best interests to attend the group.
- Parents/carers are encouraged to visit with their child shortly before admission is due, and should be prepared to stay with their child if necessary for the first session or two.
- Funding is available for children who are already 3 and 4 years old. We will inform parents if they are eligible. (Funding available term after the child is 3). We offer 22 and half hours for those children entitled to the Additional 15 Hours funding. This will mean your child, is entitled to do 7 sessions, a week bringing in their own lunch on Tuesday, Wednesday and Thursday.
- If a child is to leave our setting before moving on to school, or to reduce the number of sessions attended, parents must give at least two weeks notice of the leaving date in writing. Fees will be payable (or grant claimed by us), until that date.
- Our equal opportunities policy is available in the policy's folder.
- The nursery education funding rules state that 'I understand my child could lose their funded place if they do not attend regularly without a reason being provided for their absence'.
- Therefore, if your child has not attended half their sessions in any half term period (usually 6 or 7 weeks) they will lose their place at the preschool unless they have a valid reason (serious illness or holiday)

If your child has not attended preschool for 2 weeks without any explanations we reserve the right to offer the place to another child.

Reviewed 1st September 2017

Next review 1st September 2018

Signed by

Name of Signatory J Gabriel

Role of Signatory Manager