



Admissions Policy

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Review Date: May 2013 Reviewed May 2014 Updated February 2015, November 2017, February 2019, February 2020, Sept 2021

Updated by: Wendy Precious February 2020, March 2021, Nov 2022

Next review date: Nov 2023

Policy statement

We ensure Mulberry Pre-School is accessible to children and families from all sections of the local community.

Procedures

- When an enquiry for a place is taken the member of staff will give a registration form to the enquirer for completion and returned to the Pre-school manager.
- We ensure that the existence of our Pre-School is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Pre-School is accessible, in written and spoken form. We endeavour to support our families who have English as an additional language through access to Ethnic Minority and Traveller Achievement Service. (EMTAS) which can provide support materials.
- We arrange our waiting list in birth order. In addition our policy also takes into account the following:
 - the vicinity of the home to the Pre-School; and
 - siblings already attending our Pre-School.
 - if the family are new to the area and the child will be starting school the following academic year.
- We describe our Pre-School and its practices in terms that make it clear that we welcome both parents, other relations and carers, including childminders.
- We describe our Pre-School and its practices in terms of how it treats each child and their family, having regard to any special educational needs, disabilities, social background, religion, ethnicity or English being a newly acquired additional language.
- We adhere to our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of the Pre-School to ensure we accommodate a broad range of family needs.
- We offer various start and drop off times, these are published on our website and registration form. Should a family's circumstances change we would work with them to have flexible drop-off and collection times. This would be for a limited period and be negotiated by the manager or deputy manager with the family to meet their needs and ensure the pattern of continuity within the Pre-School remains stable for all the children. The new times will be documented with a copy given to the parents/carers and a copy kept in the child's file.
- Every family is issued a parent/carers contract once their child has started. We ensure that the parents/carers have understood and signed the contract. The manager then signs the contract and the parents/carers are given a copy.
- For families accessing the 30 hour funding they are given a declaration form to complete. The children who access more than 15 hours at Pre-school will be assessed to ensure the extra hours are not detrimental to their development. Should this be the case the key person and manager will liaise with the

parents/carers with the possibility of an Inclusion plan being raised. This involves reducing the child's hours (in collaboration with the parents/carers) with planned reviews put in place. At these reviews it will be determined if the child is able to cope with an increase of hours, an agreement will be reached as to how many hours and which sessions will be increased. A copy of the Inclusion form will be given to the parents/carers and a copy kept in the child's file.

- The minimum number of sessions we offer each child is two sessions per week. This enables the child to settle into the pre-school and make relationships both with their key person and the other children in the setting.
- We offer a home visit to all families, as per our Home visit policy.

Each child is offered two settling in sessions both consisting of 1 hour; a parent/carer stays in setting for the first session to complete any required documentation with the child's key worker. The second session the parent/carer leaves, should the child not settle then the parent/carer will be called to return to Pre-School. For some children two settling sessions may not be sufficient, in these cases we will discuss with the parent/carer a plan for settling their child into pre-school.

This policy was adopted at a committee meeting held on _____

Chairperson to sign and date _____

Chairperson (print name) _____

Manager to sign and date _____

Manager (print name) _____