



Bear Flat Pre School

Registered charity no: 1066705

Ofsted registration no: 133007

Admissions Policy

Aim

It is our intention to make our pre-school genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

Ensure that the existence of the pre-school is widely known to all local communities. We will place notices advertising the pre-school in places where all sections of the community can see them, in more than one language if appropriate.

Describe the pre-school and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and carers (including childminders) and people from all cultural, ethnic, religious and social groups, with and without disabilities.

Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place. Make our equal opportunities policy widely known.

Give priority to children starting school in the next academic year.

Work with parents to ensure that their child is attending the number of days that are appropriate for that child at that age.

Offer parents the option to increase the number of days their child attends in a phased manner.

Where possible, be flexible about attendance patterns so as to accommodate the needs of individual children and families.

Methods

Children are eligible to attend the Pre-school once they are aged 2 years and 9 months. A place will be allocated for a child on the first date available after they turn 2 years and 9 months. The place will not usually be held until the child is eligible to receive funding (the term after they turn 3); however, if paying for the sessions makes it impossible for a child to attend, the committee will review individual situations on a case by case basis.

Children who are not 2 years 9 months before the Easter holidays may not be allocated a place until the following September if numbers are high. Children of 2 years 9 months will be allocated 2 sessions initially. Parents then have the option to add further sessions where spaces are available.

Version 2. April 2009.

Children will be asked to attend a minimum of 2 sessions per week as we find that this tends to help them settle in better.

Places are offered on a first come first served basis until such time as there are no spaces left and a waiting list is operating. The Pre-school arranges our waiting list in order of date of birth. Priority will be given to children starting school in the next academic year.

Prior to starting, parents choose the number of sessions that they would like their child to attend and if they would prefer a phased introduction to Pre-school for their child, can add to these sessions by reserving additional sessions from the January of the following year. Sessions cannot normally be reserved any later in the year than January, but if spaces are still available later in the year, the Membership Secretary will contact people on the list in order of the children's ages to offer them additional sessions.

Fees and Notice Periods

The registration fee will register a child for a place when one becomes available; where possible we will try and allocate the parent's chosen sessions, but we cannot guarantee this. If, due to demand, we are unable to offer a child a place at the Pre-school in the requested academic year, the registration fee can be claimed back by contacting the Pre-school Leader.

We aim to give parents approximately 3 months notice of the sessions that they have been allocated. If these days are unsuitable, the Membership Secretary must be notified immediately and where possible alternatives will be offered.

Once a parent has returned the form agreeing the sessions that their child will attend, if they subsequently decide not to take the place up, we require four weeks fees in lieu, which will be calculated at the current sessional rate and will be required even if the child is normally funded.

If additional sessions have been reserved for a child to start later in the year, we require a minimum of 6 weeks notice if they no longer require the session(s). If less notice is given we require four weeks fees in lieu for each session not taken up, which will be calculated at the current sessional rate and will be required even if the child is normally funded.

If a parent decides that their child is not ready to start Pre-school on the agreed date or if a child starts Pre-school and the parent subsequently decides that the child is not yet ready and would like to defer their place, their place will be held for up to two terms, but a fee of half the current sessional rate will be charged in order to hold the place and will be required even if the child is normally funded. This is because, even if we have a waiting list, the place cannot usually be given to another child because it will be required back at a later date. If the parent decides that the child is still not ready to start on the revised date, full fees will be charged from this point onwards and the place held for a maximum of a further term.

Policy Adopted on Behalf of the Pre-school Committee by:
(Chairperson)

Date: