

ST ANDREW'S METHODIST CHURCH PRE-SCHOOL

Admissions Policy

Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair, and clearly communicated procedures.

Procedures

- **Applying to Pre-School:** Applications to join the Pre-School can be made at any time of the year by contacting the Pre-School by telephone 01706 848147, by email standrewspreschoolshaw@outlook.com, or in writing to St Andrew's Methodist Church Pre-School, Trent Road, Shaw, Oldham OL2 7QU to express an interest.
An initial visit will then be arranged with the Manager for parents/carers and the child, at which availability of places/sessions, children's needs and parents' requirements will be discussed. Parents will be issued with an application form.
Where places are not available, children will be placed on the waiting list. Their names will remain on the waiting list until a suitable place becomes available, the child reaches school age or parents ask for it to be removed.
- Children may be admitted at any time during the academic year from the age of 2 ½ years (ie from the start of their 30th month) and may attend until the end of the academic year prior to their admission to school Reception class.
- Our maximum admission number is 40 children. However, admission date may be subject to available staffing and the current legal ratio of qualified staff to children.
- We will admit no more than the legal ratio for 2 year old children to one qualified adult (currently 4 children) under the age of 3 years for attendance in any one session.
- We arrange our waiting list in birth order. In addition, our policy may take into account:
 - the age of the child, with priority given to children who are eligible for the grant-funded entitlement – including eligible two year old children;
 - the length of time on the waiting list;
 - the vicinity of the home to the setting;
 - whether any siblings already attend the setting; and
 - the capacity of the setting to meet the individual needs of the child.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community and online.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations/carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.

