

Admissions Policy

Statement of intent

Sunflowers Pre-School offers a caring, stimulating environment for 3 and 4 year olds. We allow 16 children maximum for each session. The sessions are from 11.50am-3pm running alongside Thorley Hill Primary School’s term dates.

Aim

We aim to ensure that all sections of the community have access to the Pre-School through fair and well communicated procedures.

Methods

To achieve this aim we operate the following methods of admission-

* We welcome children and families regardless of their gender, ethnicity, religion, special educational needs and disabilities.
* We have accessible information regarding the pre-school available through social media, website and local children’s centre.
* Parental feedback sought within the first term on session times, availability and admissions procedure.
* It is advised to express interest in the pre-school by contacting us to place your child/ren on our waiting list.
* If sessions are full, Sunflowers Pre-School will apply the following criteria to decide the order in which places will be allocated:

1. Children with any extenuating circumstances affecting the child’s welfare and/or the welfare of their family
2. A sibling already in Pre-School
3. Attendance of Thorley Hill’s nursery in the mornings\*
4. A sibling already in attendance at Thorley Hill Primary School\*
5. Length of time on the waiting list

\*A place at Sunflowers Pre-School does NOT guarantee a place at Thorley Hill Primary School.

* Admissions are looked at termly but depending on capacity further admissions can be made mid-term on an ad hoc basis.
* Children can attend from the following term after they have turned 3.
* When allocation is due a registration form will be sent to you by email or by post on request. This needs to be returned before places are offered.
* A further email/letter will be made to offer the sessions available to you.
* Places are confirmed once a refundable deposit of £20 has been paid to accept the sessions offered. This will be returned to you within the first week of your child starting their booked sessions.
* Any requests to defer start dates once an offer of a place has been confirmed will be treated as a new enquiry and placed back on the waiting list.
* Parents/carers to investigate eligibility for the 30 hours funding with the local authority although we are happy to signpost and advise.

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| Policy date: 13/11/2017 | Review date: 13/3/2018 |
| Adopted by: Louisa Cowler | Role: Sunflowers Pre-School Manager |



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