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UNITED REFORMED CHURCH HALL - PRESCHOOL AND NURSERY CLASS

## Admissions Policy

It is our intention to make the URC Pre-School accessible to all children and families from all sections of the community regardless of their gender, special educational needs, disability, culture, language or religion.

There is a waiting list for admission to the URC Pre-School. Any child may be added to the waiting list without charge. Parents and carers enquiring about places are invited to visit by appointment to help make their decision about a place. Children can start the URC Pre-School from the age of 18months old.

Parents/carers are usually contacted about a place for their child at the URC Pre-School in the term before they are due to start. Parent/carers of children unlikely to be offered a place within the preschool will also be informed and advised to look for an alternative. Those wishing to remain on the waiting list are offered places as they become available, strictly by order of their position on the list.

In summary, our admissions/waiting list is managed according to the following criteria: -

- Children's names and details are added to the URC waiting list strictly in the order in which the information is provided to us by their parents/carers. The date when they registered is recorded alongside their details.
- No fee is charged for being added to the waiting list.
- The waiting list applies to places for the pre-school.
- Children are offered a place at pre-school once their child reaches the age of 18months

Our criteria for the order in which we admit children to the pre-school are as follows: -

- Children whom a health visitor, doctor, social services, or the URC church have recommended or requested a place for are considered before others on the waiting list.  
*(NB. This is a rare occurrence and applies to very few)*

- Siblings of children already at or having attended the URC Pre-School are given priority.
- Further admissions are made strictly according to a child's place on the waiting list, offering those who are the appropriate age and have been on the list for the longest time, a place first.

### Accepting A Place

Once you have accepted a place you will receive the following:

- Registration Forms
- My World Forms
- A Welcome Pack
- A Home Visit
- An Induction Morning (If Appropriate)

Once all the information has been returned to us, you then become a member of the URC preschool. Should your circumstances change at any time whilst you are with us and you need to leave the preschool, you **MUST** give us notice of at least half a term in writing otherwise we will charge you for that period of time. This is due to you accepting a place when it could have been offered to another child.

### Nursery Admissions

Admissions to the nursery class (Red Group) are as follows.

Our criteria for the order in which we admit children to the nursery class are as follows:

- Children whom a health visitor, doctor, social services or the URC church have recommended or requested a place for are considered before others on the waiting list. (NB this is a rare occurrence and applies to very few)
- Siblings of children already at or having attended the URC Pre-school are given priority.
- Further admissions are made according to the information we receive in the Welcome Pack stating that you would like to be considered for a place in our Nursery (Red Group). If this

filled in, we then refer to our waiting list and offer those who are the appropriate age and have been on the list for the longest time, the first 16 places.

However, we are sorry to say that not all the children being offered a place in the Pre-School will automatically gain a place in the nursery class. This is because we are limited by the size of our premises. At present our maximum class size is 16 children with three members of staff. Those wishing to remain on the waiting list are offered places as they become available, strictly by order of their position on the original URC Pre-school waiting list.

Last Reviewed: January 26