Version: 2

**Admissions Policy**

Introduction

At the heart of Reepham Pre-school are our values, one of which states to “encourage positive relationships between home and pre-school by valuing individual needs and promoting an inclusive environment. We want to make any child and their family feel welcome and supported from the outset and differences between families celebrated. It is the intention of Reepham Pre-School to make our provision accessible to children and families from all sections of the community.

Aims

* To describe how we will endeavor to offer our provision to all members of the local community.
* To explain the criteria which determines admission of children.
* To explain the criteria for allocation of sessions offered to children.

Procedures

* We will ensure that the existence of Reepham Pre-Schoolis widely known in our local communities. Advertising notices will be placed in widely accessible areas, in more than one language where appropriate.
* We will describe our practices in terms which make it clear that all sections of the community are welcomed.
* We will ensure that the description of the setting and its practices demonstrates how the setting enables children and/or parents with additional needs to take part in the activity of the setting.
* We will monitor the gender and ethnic background of the individuals joining the group to monitor our intake and ensure it is representative of social diversity where possible.
* We will ensure that information about our setting is accessible in written form to all, where necessary we will try to provide spoken form, Braille, in more than one language, through signing or an interpreter.
* Children from the age of 2years will be admitted in accordance with our Ofsted Registration.
* We will endeavour to be flexible regarding attendance to accommodate the needs of all families.
* The waiting list will be monitored and reviewed termly.

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**Admissions Criteria**

Allocation of places for the Autumn term begins in May therefore we advise that applications be returned by 30 April in order to maximise the chances of securing a place. Any applications received after that date will be considered for any remaining places using the same criteria (as detailed below).

The following factors will be taken into consideration, in order of priority:

* Early Years Education (EYE) Entitlement for 3 and 4 year olds and Early Years Education (EYE) Entitlement for eligible 2 year olds- Priority will be given to eligible children who are accessing their free entitlement.
* Siblings – If a sibling is already attending the setting or Reepham Primary School at the time of admission.
* Location of Home Address – Children with a main home address that falls within the LN3 4 postcode area.
* Date of Application – The length of time the child has been on the waiting list.

Funded places will be offered in accordance with the code of practice for Early Years Education Entitlement and any local conditions in place at the time.

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Reepham Pre-School in line with the General Data Protection Regulation (2018) and Ofsted Registration requirement under The 1989 Children Act.

**Criteria for Allocation of Sessions**

Reepham Pre-School aims to offer the following sessions; subject to availability and the readiness of the child;

To children aged 21/2 - 2 sessions per week;

From the term during which their 3rd birthday falls - 3 sessions per week

From the term following their 3rd birthday - 5 sessions per week

For children accessing the free 2 year old entitlement we will endeavor to make available the full 5 sessions per week from the age of 21/2  if so desired.

The above aims are for guidance and are subject to the allocation criteria below:

In order of priority, and subject to availability, sessions are allocated to

* Children already attending the setting who are accessing their EYE Entitlement and are in their final year of pre-school.

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* Children already attending the setting who are accessing their EYE Entitlement but not in their final year of pre-school.
* Children already attending the setting in age order
* Children on the waiting list.

Relevant Other Policies

Charging

Equal Opportunities

This policy has been adopted by Reepham Pre-School.

 Signed on behalf of the setting by:

…………………………………………………………………………….. Committee

…………………………………………………………………………….. Manager

Date: ………………………………………………

Review Date:……………………………………..

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