Safeguarding and Welfare Requirement:

Information & Records

10.1 Admissions

Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We operate an Equality & Diversity Policy and ensure that all children have access to pre-school places irrespective of their gender, race, disability, religion, belief or sexual orientation of parents. We are flexible about attendance patterns to accommodate the needs of individual children and their families wherever possible.

Procedures

Our offer

- We offer pre-school education from two settings within the grounds of Sidegate Primary School. 'Acorns' is positioned adjacent to the playing field and 'Oaks' is within the primary school.
- The number of children attending pre-school is strictly regulated to ensure that correct staff child ratios are maintained.
- Acorns accepts 2 and 3 year olds and new children are accepted throughout the school year subject to availability.
- Oaks accepts children from the September following their 3rd birthday. Oaks main intake is September and further sessions will be offered throughout the year subject to availability.

Application process

- Parents should complete an application form to join our waiting list.
- Applications should be received well in advance of the start date required.
- Each application will be considered on an individual needs basis and at the discretion of the pre-school.
- Places may be prioritised for 'Looked after Children' and 'Children in Need'.
- If sessions are available in the setting most appropriate to the child's age, the pre-school will arrange when the child can start at pre-school, otherwise the child will be placed on a waiting list.
- Parents/carers will be informed in writing of all the sessions allocated to their child.
- Further sessions may be requested in subsequent terms by adding the child's name to the 'extra session waiting list' displayed in each setting.
- We are not able to hold spaces open for extended periods of time.

- We arrange our waiting list in date order of when the application form is received giving priority as follows

<u>Acorns</u>

2 year olds entitled to 15hrs free entitlement
2 year olds paying fees
3 year olds entitled to 15hrs universal entitlement
3 year olds paying fees
3 year olds entitled to 15hrs extended entitlement

Please note - at times it will be the pre-schools priority to accept children that will not be transferring to Oaks in the September following the child's start date. This is to ensure the pre-school has enough children attending and that the business remains viable and sustainable into future terms.

<u>Oaks</u>

3 & 4 year olds entitled to 15hrs universal entitlement
3 & 4 year olds paying fees
3 & 4 year olds entitled to 15hrs extended entitlement

Free entitlement and fee's

- Some 2 year olds meeting eligibility criteria may be entitled to 15 hours free education.
- All 3 and 4 year olds are entitled to 15hrs free "universal entitlement'.
- Some 3 and 4 year olds meeting eligibility criteria may be entitled to a further 15 hours free 'extended entitlement'.
- Further information regarding free entitlements is available @ www.childcarechoices.gov.uk
- Fees are payable should the free entitlement eligibility criteria not be met.

Transfer to Oaks

- Subject to availability children already attending 'Acorns' will be given priority to transfer to 'Oaks' in the September following their third birthday.
- Any children attending more than 15 hours at Acorns may have to surrender their 'extra sessions' when transferring to Oaks. This is so all children can fully access their 15 hours universal entitlement. Only when all children have been offered 15 hours will additional requests be considered.
- If families require over and above their free entitlement Little Acorns will allocate additional sessions subject to availability.

This policy was adopted at a meeting held by Little Acorns committee on 27th June 2017

To be reviewed	**June 2018**
Signed on behalf of the provider	
Name of Signatory	**Sandra Butler**
Role of Signatory	**Manager**