



Admissions Policy

Introduction

It is our intention to make our setting accessible to children and families from all sections of the local community. We operate an equality and 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.

Procedures

We provide pre-school education from two settings within the grounds of Sidegate Primary School for children aged 2-5 years old. We accept 2 year olds from the term after their second birthday. Our main intake is in September, we will also do intakes in January and April if we have spaces however, this is not guaranteed. We offer funded places in accordance with the list of providers. The number of children attending pre-school is strictly regulated to ensure that correct staff/child ratios are maintained.

Application process

- We advise families to submit applications as soon as possible, these can be obtained from the pre-school or downloaded from our website.
- Applications should be received well in advance of the start date required, those received less than half a term in advance of the requested start date will be considered after applications received prior to this date.
- We must advise that being on our waiting list does not guarantee you a place at the pre-school. Our waiting list is arranged in date order of when the application is received.
- Parents will be contacted to discuss requirements and will receive written confirmation of sessions during the induction process.
- Every effort is made to accommodate preferences, however no guarantees can be given that parents /carers will be given their first choice of sessions.
- We advise that children attend a minimum of two sessions per week, this is to ensure that children settle as easily as possible and staff can get to know their child.
- We offer all families an opportunity to visit and spend some time at the pre-school with their child prior to starting.
- We conduct a home visit for all children following their visit to the setting.
- Further sessions may be requested in subsequent terms and will be allocated if spaces are available.

Funded entitlement and fees

- All 3 and 4 year olds are entitled to 15 hours funded early education funding.
- Some 2 year olds may be eligible for funding further information regarding this is available at www.suffolk.gov.uk/two
- Some 3 and 4 year olds may be entitled to a further 15 hours extended funding information can be found at www.childcarechoices.gov.uk
- Fees are payable if eligibility criteria is not met

This policy was reviewed on 14th May 2019

Signed by _____ Manager

Signed by _____ Trustee

Review date May 2020