



Theydon Bois Pre-School Group

10.1 Admissions

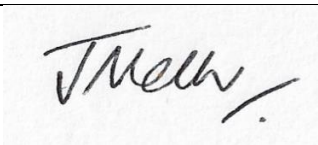
Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair, and clearly communicated procedures.

Procedures

- We ensure that the existence of our setting is widely advertised when needed in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We charge a non-refundable £25 registration donation to secure a place on the waiting list. This does not guarantee your child a place, however it will ensure your child's name is added to the waitlist and you will be contacted as soon as a place becomes available. We rely heavily on donations and fees/funding to operate effectively. This donation will be used to resource and support learning in the setting.
- Children under 3 years of age are eligible to attend one session per day (half days) until their 3rd birthday. This is to ensure the best possible provision of care can be given to the individual child upon joining the preschool.
- There is a presumption that children aged 3 or over will be eligible to attend sessions, where spaces are available, unless it is judged that doing so could be detrimental to the child and/or their peers or that the setting cannot adequately meet the needs of the child. Any such decision will be taken by the chair/co-chairs in consultation with managers.
- We arrange our waiting list in birth order. In addition, our policy may consider:
 - the age of the child, with priority given to children who are eligible for the funded entitlement – including eligible two-year-old children.
 - the length of time on the waiting list.

- the vicinity of the home to the setting.
 - whether any siblings already attend the setting; and
 - the capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with the Code of Practice for **Epping Forest District Council** and any local conditions in place at the time.
 - We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
 - Invoices for any fee's payable are sent out at the start of each term. We are unfortunately unable to offer refunds.
 - Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations, and carers are all welcome.
 - Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity, or competence in spoken English.
 - We support children and/or parents with disabilities to take full part in all activities within our setting.
 - We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
 - We share and widely promote our Valuing Diversity and Promoting Equality Policy.
 - We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
 - We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
 - Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by:	Theydon Bois Preschool Group
Date:	January 2024
Signed on behalf of provider:	
Name of signatory:	James Mellor
Role of signatory:	Committee Member
Date to be reviewed:	January 2025

Further resources

- Seasonal Hello Posters (Pre-school Learning Alliance 2006)