

6.0 - INFORMATION AND RECORDS

6.1 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 in places accessible to all sections of the community, through word of mouth, advertising in publications such as 'Oxford for Under Eights', through a large external sign at the setting and leaflets at the local toddler group. We are also listed by the Oxfordshire Children's Information Service.
- Places are offered to those on our waiting list following the criteria below:
 1. Children are members of St Clement's Church.
 2. Siblings of children already in Pre-School or who have attended in the past.
 3. Children living in St Clement's parish.
 4. Children of members of other Christian churches.
 5. Children living outside St Clement's parish.
- Parents may register their child at any stage by completing an application form which can be obtained from the Administrator. Applications should be made at least two terms before the proposed start date. The child is then automatically placed on the waiting list.
- Children normally start Pre-School the term after their third birthday as this is when state funding becomes available. A minimum of three sessions is offered in the first instance. If Pre-School is not fully subscribed, children may be able to start the week after their third birthday at the discretion of the staff and management committee. Fees will be applicable in this case.
- Due to the constraints of the premises during the autumn and spring terms, we aim to keep to a maximum of 20 children in a morning session. This number increases to 24 in the summer term. There is a maximum of 16 afternoon places, with two members of staff. Afternoon places will be allocated in birth order the term in which they have their fourth birthday at the discretion of the staff.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We make our Equal Opportunities Policy widely known.

- 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.

This policy was adopted at an AGM of

St Clements Church Preschool

Held on

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Role of signatory

Chair