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**Admissions Policy**

The Pre-School is registered to take children from 2 to 5 years of age, (the optimum starting age in our experience for our setting is 2½ years).

It is our intention to make our Pre-School genuinely accessible for the inclusion of children and families from all sections of the local community.

In order to accomplish this we will:

* Ensure that the existence of the Pre-School is widely known in all local communities. We will place notices advertising the Pre-School in places where all sections of the community can see them, in more than one language if appropriate.
* Describe the Pre-School and its practices in terms which make it clear that it welcomes both fathers, mothers, other relations, and other carers, including child minders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
* Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
* Be flexible about attendance patterns so as to accommodate the needs of individual children and families.
* Ensure all parents and carers receive and sign a copy of the ‘Terms and Conditions’.
* Make available a copy of all Practices, Policies and Procedures.

**Request for Admission**

* If you wish to apply for a place at the Pre-School, please complete a registration form, which can be collected from the school or downloaded from our website. This form should be returned to the school with a consumables fee of £20.
* It is not guaranteed that a child will be given a place as soon as he/she is 2½ years old; this depends on the space available at the time.
* The Pre-School will take up to a maximum of 26 children per am session and 16 per full day session.( Due to staff:children ratios, two year olds may only attend the morning session).
* The Pre-School can lower the maximum limit of children that they will take if required in order to meet the needs of the existing cohort of children. (Example: staff: children ratios, number of two year olds in attendance, number of children requiring specialist/additional support). The pre-school will then increase to the maximum limit as they feel able.
* Parents/Guardians will be advised by email or telephone when a place is available for their child. If contact fails, it will be assumed the place is not required.
* In the case where there are not enough places to take all the children, the Pre-School will prioritise admission by order of:

1. 4 x 2-Year-old or FEET funded children.
2. Looked after children (Local Authority Care)
3. Children of staff at the pre-school.
4. Length of time on the admission list
5. Siblings present or siblings previously attended Frimley Green Pre-school.
6. Address – nearest to Pre-School

If further spaces are available, and at the discretion of the supervisor, spaces can be offered to a further two FEET funded children if staffing allows.

Under normal circumstances the Pre-School will offer a minimum of 2 sessions per week per child. Once a child reaches their third birthday additional sessions may be requested. These

will be allocated in line with the Pre-School’s Admission Policy. (Exceptional requests may be considered).

* Requests for extra sessions for children who already attend will be considered once all of the above have been completed.
* All consumable fees are non-refundable. A £20 consumable fee will provide a Pre-school polo shirt for your child. It also contributes towards all the other consumables your child uses during their time at the pre-school including but not exclusively hygiene products, extra snack, extra activities (e.g. visiting farms, dance teacher, etc) woodwork wood, and other materials.
* Start dates for admissions will be agreed between the parents/guardians and the Admin Officer.
* Once a place is confirmed, the Admin Officer will write to the parent/s or guardians formalising the offer and include a pack containing copies of the Terms and Conditions, a one-page profile, and checklist. The parent/s or guardians must return a signed copy of the Terms and Conditions and one page profile before the agreed start date. The pre-school will also require seeing a copy of your child’s birth certificate or passport. Policies are available on request and on website.

**If your child already attends Pre-School and you would like to:**

1. **Request extra sessions/change existing sessions:**

* Your request must be made in writing or via email to the Admin Officer
* The Admin Officer will confirm arrangements with the parents/guardians in accordance with the above admissions policy.
* If extra sessions cannot be offered immediately, the Admin Officer will keep a record of requests & contact the parent/guardian when extra sessions become available.

**2. Request a temporary additional session/s:**

* The parent/guardian should make these requests directly to the Pre-School Supervisor. Sessions will be allocated on a first come first served basis with priority given to three-year-old children.

**3. Notify us that your child will be leaving:**

* Please advise the school in writing with at least half a term’s notice. NB, if no notice is given, sessions will be invoiced.
* In exceptional circumstances, less than half a term’s notice may be accepted at the Committee’s discretion.
* Notice is not required when your child is leaving to attend Infant school.

**Notes**

The decision of the Admin officer / Supervisor is final.

Parents/carers must not canvass the Admin Officer, staff, or committee.

Please be aware that we are a popular Pre-School and whilst we endeavour to meet parents’ requirements, it is not always possible.

The government’s free funding entitlement is for the child’s funding and is not an entitlement to attend this setting.

*This policy was reviewed on………………………………………………………*

*Signed on behalf of the pre-school by…………………………………………*

*Review date:………………………………………………………. Signed………………………………………………*

*Review date: ………………………………………………………… Signed ………………………………………………*