

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 and 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
- Consult with families about the opening times of the Pre-School to avoid exclusion
- 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 Pre-School Rules
- 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 non-refundable deposit of £10 if your child is not due to start at Pre-school within 10 weeks. No deposit is necessary if your child will be funded as a 2 year old or your child has been given a start date within 10 weeks.
- 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 a maximum of 26 children per am session and 18 per full day session.
- Parents/Guardians will be advised by telephone when a place is available for their child. If contact fails it will be assumed the place is not required.
- When places are available, priority will be given to a maximum of 4 children eligible for 2 year old FEET funding, priority will then be given to 3 year olds on the admission list in order of date on the admission list, then existing children will be offered extra sessions and finally 2½ year olds will be admitted from the admission list. If further spaces are available and at the discretion of the Supervisor spaces can be offered to a further 2 FEET funded children if staffing allows.
- In the case where there are not enough places to take all the children, the Pre-School will prioritise admission of 2½ year olds by order of:
 1. 4 x 2 Year old FEET funded children
 2. Looked after child
 3. Length of time on the admission list
 4. Siblings present or previously attended Pre-school
 5. Address - nearest to Pre-School
- 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 deposits are non-refundable.
- Admissions are made on the basis of the child's date of enrolment on the admissions list.
- Only a maximum of 5 new starters will start on any one day, on a first come first served basis.
- New admissions will start one week after the start of the September term to allow existing children to settle back into school after the summer break.
- Start dates for admissions at other times of the year 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 Rules, a shortened version of the Practices & Policies and checklist. The parent/s or guardians must return a signed copy of the Rules and two passport sized photographs of their child before the agreed start date.

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 weeks' 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 /Chairperson/Supervisor is final.

Parents/carers are asked not to 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

Any complaint about the operation of the Admissions Procedure should be dealt with through the Pre-School's formal complaints procedure in the first instance.

Data Protection Act 1998. Frimley Green Pre-school respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the Pre-school and other information available to the Pre-school ('your information'). In accordance with the Data Protection Act 1998, the Pre-school will use your information, for the purpose of providing support to children, to (a) deal with your requests and administer its departmental functions, (b) meet its statutory obligations, and (c) prevent and detect fraud. The Pre-school may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with appropriate departments and agencies in accordance with the Multi Agency Information Sharing Protocol (MAISP). Further details including a copy of the MAISP can be found at www.surreycc.gov.uk. If you would like to apply for access to the information we hold about you please send a written request to Debra Hastings, Supervisor, Frimley Green Pre-school, Frimley Community Centre, Balmoral Drive, Frimley, Surrey GU16 9AR