

# **Holmer Green Methodist Pre-School**

## **Admissions Policy**

### **Statement of intent**

It is our intention to make our pre-school genuinely accessible to children and families from all sections of the community.

### **Aims**

We aim to ensure that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures.

### **Methods**

In order to accomplish this we will:

- ◆ 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 childminders, people from all cultural, ethnic, religious and social groups, and those with and without impairments or learning difficulties.
- ◆ Arrange the waiting list in date of birth order and keep track of the number of children on said list to ensure enough places are available.
- ◆ Be flexible about attendance patterns to accommodate the needs of individual children and their families within the parameters of the admissions criteria
- ◆ Work with the local authority (Bucks County Council) and other providers to ensure the provision of the local flexible offer is met (Flexible Free Entitlement see Bucks CC website)
- ◆ Consult with families about opening times of the pre-school.
- ◆ Make our equal opportunities policy widely known.
- ◆ Have an open door policy for prospective parents to visit the pre-school.
- ◆ Advertise the existence of the group in the local community.
- ◆ Should the waiting list become full for the academic year parents will be advised and will be notified if a place on the waiting list becomes available.

# Holmer Green Methodist Pre-school

## Admissions Criteria

Entry into Holmer Green Methodist Pre-School will be at a date suitable to the pre-school and parent as follows:

- ◆ Child aged 3:- immediate entry subject to available places
- ◆ Children under that age of 3 will be offered a place prior to their third birthday as follows:

<u>Birthday</u>	<u>Entry</u>	<u>Birthday</u>	<u>Entry</u>
Sept – Oct	May ½ term	March-April	January
Nov-Dec	September	May-June	Feb ½ term
Jan-Feb	Oct ½ term	July-August	After Easter holidays

**N.B. All this is subject to available spaces**

- ◆ Parents are not obliged to accept the offer of an early start date. (i.e. prior to a child's third birthday). A space will be kept for those children whose parents/carers would prefer them to start at a later date.
- ◆ Those children who join the setting before they are eligible for a funded place will be offered 2x 3 hour morning sessions and fees will apply.
- ◆ **Flexible Free Entitlement of 15 hours (Government funding) is available to all children the term after their third birthday** to the following guidelines.

Birthdays between:

September 1 <sup>st</sup> – December 31 <sup>st</sup>	funded in January
January 1 <sup>st</sup> – March 31 <sup>st</sup>	funded after Easter Holidays
April 1 <sup>st</sup> – August 31 <sup>st</sup>	funded in September

- ◆ The setting will offer 5 x 3hour morning sessions to each child when they are eligible for a funded place.
- ◆ If not all of the 5 x 3 hours are taken, parents will be able to increase their 3 hourly sessions at the beginning of each term (not half termly)

Session offers will be made to parents during the term before the one in which their child is due to start. Once sessions are accepted a start date will be agreed.

Once a child is registered, parents are welcome to visit on a drop-in basis in order to familiarise their child and themselves with the pre-school environment. Parents must stay with, and supervise, their child during these visits.

An induction morning will take place during the half term before the term in which the child is due to start.