



TCC Christian Preschool Admissions Policy

Statement of Intent

It is our intention to make our pre-school accessible to children and families from all sections of the local community. Everyone is valued and treated fairly and equally.

Aim

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

Procedures

- We accept applications for all children who are over 3 months old
- An application form must be completed to enter your child onto our waiting list with a £25.00, which is deducted from the first invoice.
- When the form is submitted the date of receipt is entered onto the form

To achieve this aim, we operate the following admissions policy;

- We ensure that the existence of the pre-school is advertised in places accessible to all sections of the community.
- We ensure that information about our preschool is accessible – in written and spoken form –and, where appropriate, in different languages. Where necessary we will try to provide information in braille or through signing or an interpreter.
- We arrange our waiting list in the order in which we receive them, i.e. first come, first served. In addition our policy may take into account the following:-
 - siblings already attending the pre-school
 - looked after children (those children who are in the care of the local authority or are fostered or who have Special Guardianship orders)
- It is our policy to offer a place and admit children during the term they reach the age of 2 years if the parent/carer wants it. A parent/carer may defer the start until a time suitable to them and their child. However, if a place is offered and you do not wish to take it immediately the place will not be held open, your name will remain on the waiting list and the next time a place is available you will be contacted.
- Children will be offered at least one session per week at 2 years. The term after their third birthday they will be offered at least one funded session per week, and up to 15 funded hours subject to places being available. We are able to offer extended funding (upto 30 hours per week) which is also subject to the availability of sessions. We are able to take funded 2 year olds. We are able to offer two sessions in one day if places allow. This applies to all children.

- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our policy is to describe our pre-school and its practices in terms which make it clear that it welcomes fathers and mothers, same sex parents, other relations and other carers, including child minders. We treat each child and their family, regardless of their gender, age, additional educational needs, disabilities, background, religion, and ethnicity or with English being a newly acquired additional language, equally and fairly.
- Our policy is to describe our pre-school and its practices in terms of how it enables children and/or parents/carers with disabilities to take part in the life of the group.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of socio economic status.
- Places are offered for children to start at the setting at the beginning of each term. However, a child may start after a half term if space is available and if a parent/carer wants it.
- We make our Equal Opportunities Policy and Equality and Diversity Policy available.
- We consult with families about the opening times of the pre-school to avoid excluding anyone.
- 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. However, we do encourage regular attendance as we believe that this is most beneficial for both the child and the setting.
- We do adhere to our Safeguarding Policy and if a child comes into the setting with any injury, however small e.g. a bump, bruise, mark etc, we will record it and ask them how it happened and sign to say we have done so.
- We do charge a non-refundable deposit of £25.00 payable when a parent/carer completes and submits an application form. This secures the child's place, although it does not guarantee the sessions available but the administrator will try to accommodate parents/carers wishes as places allow. This fee will be deducted from the first terms bill but if the child is funded when starting it will be refunded when the child starts. Should the child no longer want the place the deposit will be kept by the setting.
- If a parent/carer wishes to take the child away from the setting then four weeks' notice will need to be given. If the parent/carer wishes the child to leave immediately then four weeks fees will be charged in lieu of notice.
- It is the parent / carers responsibility to notify us if they move house or change their telephone number, so that we can keep our records up to date.

1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	
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Other useful Pre-school Learning Alliance publications:

- Seasonal Hello Posters

Signed Manager

Date