

## **Admissions Policy**

It is our intention to make our pre-school 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 pre-school through open, fair and clearly communicated procedures. Our pre-school and its practices welcome fathers and mothers, other relations and other carers, including Child-minders.

Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.

In order to achieve this we operate the following admissions policy.

- We ensure that when advertising it is done in places accessible to all sections of the community.
- On request, we will try to provide information in Braille, or through signing or an interpreter, and in different languages.
- We arrange our waiting list on a first come first served basis in accordance with the birth order to fill available slots in specific ratio bands.
- Children are admitted when they reach 2 years and 6 months, dependent upon the availability of space, and readiness of the individual child to stay happily within the group.
- A child can remain with us until the term after his or her 5th birthday. Most children usually start school the academic year they turn 5yrs old.
- Children may attend Bunnies for between 2 and 7 sessions per week.
- Only in exceptional circumstances (and at the managers discretion) will we admit a child for only one session per week.
- Children may increase their sessions at September or January, after that session increases will only occur if there is availability of places.
- Any starting at the nursery in the summer term will be wholly dependent on availability slots at the start of that specific term, as our two intakes are September and January.
- We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We will liaise fully with parents and professionals to ensure that it would be in the child's best interests to attend the group.

- Parents/carers are asked to visit with their child shortly before admission is due, as part of an induction programme and should be prepared to stay with their child if necessary for the first session or two. Prior to the induction they will be provided with a Parent's and Carer's pack, which includes all information needed for their child to start at Bunnies, including forms for completion and copies of some policies. Families will also be offered a home visit, so we can see the child in their own environment where they are most comfortable and confident.
- We operate a flexible induction procedure and where appropriate a child may attend for brief periods at first; gradually building up to a full session. However sessions must be paid for in full, there is no reduced rate for this service.
- Grants (EYFE) are available for children who are already 3 and 4 years old. We will inform parents if they are eligible. (Grants are only claimable the term after the child is 3).
- Whilst in our care children will be cared for within the Statutory staff to child ratio's at all times. 2yr olds =1 adult to 4 children, 3+yrs =1 adult to 8 children, staff holding QTS or EYPS= 1 adult to 13 children(over the age of 3).
- If a child is to leave our setting before moving on to school, or to reduce the number of sessions attended, parents must give at least a half terms notice of the leaving date in writing. Fees will be payable (or grant claimed by us), until that date.

We are flexible about attendance patterns and wherever possible accommodate the needs of individual children and families. The Early Years Free Entitlement Funding rules state that 'I understand my child could lose their funded place if they do not attend regularly, without a reason being provided for their absence'. Therefore, if your child has not attended half of their sessions in any half term period (usually 6 or 7 weeks) they will lose their place at the pre-school unless they have a valid reason (e.g. letter from doctor in the case of serious illness or holiday).

If your child has not attended pre-school for 3 weeks without any explanation we reserve the right to offer their sessions to another child after attempting to contact you and discussing the situation.

Management will not hold any spaces for 30 hour entitlement, claims will be on a session availability basis. Where there are extra sessions available the Manager will allocate them from the waiting list.