



## **Risby Preschool & Childcare Services**

Charity no. 1030761

### **Admissions Policy**

#### **Statement of intent**

It is the intention of Risby Preschool & Childcare Services to make our service accessible to children and families from all sections of the local community, irrespective of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability.

Please note your child's attendance at Risby Preschool & Childcare Services does not entitle your child to a place at Risby Primary School.

#### **Aim**

We aim to ensure that all the sections of our community have access to the Pre school and wrap around services through open, fair and clearly communicated procedures. Our setting is committed to providing a safe, secure and stimulating environment in which the welfare of the children in our care are supported by our policies and procedures.

**Early Birds** - 8.00am-8.45am

**Preschool sessions** – 9.00am-12.00pm, Lunch 12pm-1.00pm, 12.00pm-3.00pm

**Afterschool club** – 3.30pm-5.30pm

- Children can attend Risby Preschool from the age of 2 years old but can only attend our wrap around services from when they are 3 years old. Please refer to the Fees Collection policy for information regarding sessional charges applicable for this period.
- We ensure that the existence of the preschool is widely advertised ensuring the places in which we advertise are accessible to all sections of the local community.
- We describe our setting and its practices in terms of how we support each child and their parents/carers. We have regard for any needs arising from ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability.
- We monitor the gender and ethnic background of children joining our setting ensuring that our intake represents the social diversity of our local community.
- We ensure that our Equality of Opportunity Policy is accessible to all and adhered to.
- We regularly consult with parents/carers to ensure that we continue to meet the needs of our local community.

Parents can view the setting prior to registering their child/children with our services or putting their child's name on our Preschool waiting list. Priority will be given in date of birth order when parents chosen sessions are unavailable. We aim to be as flexible as possible and happy to discuss this should this arise.

The number of places available for all children in each preschool session and wrap around service will depend on staff ratios following the Statutory Requirements for the Early Years Foundation Stage.

These are 2-3yrs old is 1:5                      3-11yrs old is 1:8

In line with government directives all 3-4 year olds and those children with parents eligible for 2 year old funding are entitled to up to 15 free early learning sessions for 38 weeks a year (this applies the term after which the child turns the age of 2 or 3 years old). Risby Preschool & Childcare Service offer the Government extended 15 hours funding for those 3-4 year old children whose parents are eligible. We allow parents to use their 3-4 year old Government funding for any Preschool sessions (9am-3pm) during term time only. 2 year old Government funding is only available for Preschool sessions during term time only.

These are available based on their date of birth as follows:

- Children born between 1<sup>st</sup> April to 31<sup>st</sup> August can start their early learning at the beginning of the autumn term (September).
- Children born between 1<sup>st</sup> September and 31<sup>st</sup> December can start their early learning at the beginning of the spring term (January).
- Children born between 1<sup>st</sup> January and 31<sup>st</sup> March can start their early learning at the beginning of the summer term (April).

Before a child can start using our services parents/carers will be asked to complete and return our 'Registration Booklet' and for Preschool children only our 'All About Me' Booklet. We also require seeing proof of your Preschool child's date of birth by the form of a full birth certificate or valid passport. The setting will take a photocopy of this evidence and safely stored in the child's confidential file. This is in a filing cabinet, which only the staff has access to and are locked at the end of each working day.

Children with additional needs are supported through discussion with parents/carers and other professionals/childcare providers with parental permission to ensure their needs are met. We ensure parents/carers are given a copy of our SEND (Special Educational Needs and Disability) policy and any other relevant documentation.

We ideally like all children to attend for at least two sessions to ensure continuity of care, but we try to be flexible about attendance patterns, in order to accommodate the needs of individual children and their families.

We advertise our services in the local community and keep up to date information on the Suffolk Information Service (Website).

## **Wrap around services (8.00am –8.45am, 3.30pm – 5.30pm)**

The priority order for booking places will be as follows:

1. Priority will be given to any child who had a permanent place in the previous term.
2. To a sibling who is already attending our wrap around service
3. To children who wish to have a permanent place.
4. Block booking of children who book for a minimum of a 2 week period.
5. Adhoc children who book the required session.

## **Fees**

Please refer to the Fees Collection Policy for details of current fee levels

This policy was adopted on.....

Signed (chair).....

This policy will be reviewed annually.

Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.