



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 Preschool 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 at the beginning of the term they turn 3 years old. They can only attend our wrap around services from when they are 3 years old.
- In any Preschool session we only have a maximum number of three children who are under 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 guidance, all children aged three to four, as well as eligible two-year-olds, are entitled to up to 15 hours of funded early education per week for 38 weeks of the year.

We also offer the additional 15 hours of extended government funding for eligible working parents of children aged two to four.

Parents may use their funded hours for preschool sessions scheduled between 9:00am and 3:00pm during term time only. Any sessions attended outside of these hours will be subject to additional charges.

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.