



Pre-School Admissions Policy

Statement of Intent

It is our intention to make our setting accessible to children and families from the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and, where requested, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- We consult about the opening times of the setting to ensure we accommodate a broad range of family need.
- 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.

In order to achieve this we operate the following Criteria for Admissions:

- Any child seeking a placement at the Pre-School is eligible to start at the beginning of the term after which they turn 3 years.
- We will normally arrange our waiting list in birth order, with priority given to ensuring that children who receive nursery education funding are allocated their full entitlement before places are offered to younger children.
- However, in times of increased demand on places children will be allocated places to Pre-School using the following criteria:

- Children already attending the Pre-School as of previous July (guaranteed their current sessions as a minimum)
 - 'Looked after' children;
 - On Medical Grounds;
 - With brothers or sisters currently attending the Pre-School
 - Have a confirmed place at Great Ouse Primary Academy
 - With parents working at the Pre-School
 - Distance.
- In the case of all being equal, the 'Distance' criteria, as applied by the Local Education Authority, will be the 'tie-breaker'.
 - If there are more children than places available, then it may be necessary to limit the number of sessions per child per week, but not less than 3 sessions will be offered.

Parents may place an appeal with the Appeals Panel (consisting of members of the SAF Board not involved in the day-to-day running of the Pre-School) if they consider that there has been an unfair implementation of the stated Admission Policy when allocating places.

The number of children we can accept at Pre-School is governed by Ofsted regulations and ratios.