

STAMPERS PRE-SCHOOL

Admissions policy (revised 18.2.16)

"All children are entitled to enjoy a full life in conditions which will help them take part in society and develop as an individual, with their own cultural and spiritual beliefs".

EYFS, DfES, 2008

Statement of intent

It is our intention to make Stampers Pre-School accessible to children and families from all sections of the local community. We are registered with Ofsted to provide up to 24 places at any one time and we accept children from the age of 2 years. We do not require children to be toilet trained on admission. Applications for children not yet old enough to start are placed on a waiting list. In the event that more children would like a place than there are places available, preference will be given to the oldest child.

Aim

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

Methods

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

- We ensure that the existence of the Pre-School is widely advertised in places accessible to all sections of the community, including our website www.stamperspreshool.org
- We ensure that information about our Pre-School is accessible.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our Pre-School and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our Pre-School and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our Pre-School and its practices in terms of how it enables children with disabilities to take part in the life of the Pre-School.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known, by including on our website and on the noticeboard for parents/carers in Stampers.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

Pre-visits - ie visits to look around if a family is interested in their child starting at Stampers, and visits prior to a child definitely starting:

We offer families the opportunity to visit the Pre-School at least twice before applying for a place and before taking up that place.

- during these visits, families will be shown around and introduced to as many staff as are in.
- They will be given information about Tapestry, our online system of keeping records on our children's activity and progress.

- They will be told about our keyworker system - and if possible, introduced to their keyworker. (if this is not possible at a 'pre-visit' then they will be introduced to their keyworker before their first session).
- There will be lots of time to talk about their child and for Stampers to start to get to know their child and vice versa, as well as time to discuss anything that parents/carers are worried about or not sure of.
- Important procedures will be discussed eg accident procedure, medication procedure
- The registration form will be completed, if appropriate
- If it is close to a child's start date, and the registration form has been completed, Parents/carers will be encouraged to leave their child for a short time eg an hour, to start the process for both parent and child of getting used to separating

See also: Complaints Policy
 Confidentiality Policy
 Equality and Diversity Policy
 Funding and Fees Policy
 Parental Involvement Policy
 Personal and Intimate Care Policy
 Settling In and Transitions Policy
 Inclusion Policy

This Policy adopted by the Stampers Pre-school Management Committee.

Signed
 Chair of Stampers Pre-school Management Committee

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