

4.7 Admissions Policy- Peep Pre- School

Statement of intent and Aim

We aim to make our Pre-school accessible to and inclusive of children and families from all sections of the local community through open and fair procedures.

Key Facts

- Peep Pre-school provides care for children aged 2 -3 years (turning 4)
- Nursery Education Funding (NEF) is provided from the Government via the County Council. Every child is eligible for up to 15 hours funded per week for 38 weeks a year from the term after their child turns 3.
- We take children who are eligible for Early Education for 2 year olds. Families can find out if their child is eligible for funding through the Family Information Services on 08452 262636.
- At Peep Pre-school a child may book up to 15 hours per week. You can pay for more hours if available.
- To start with we encourage parents to visit with their child until they are completely settled. We require a minimum of a home visit and 3 visits in our setting before any child can start. In some instances we may suggest that the child starts off by doing a couple of sessions and gradually build up to the full allocated hours.
- If you are wishing to increase your hours at any time, we would suggest that you enquire with the administrator, if spaces are not available you will be added to the waiting list and we will let you know when the space becomes available.
- We recommend a minimum of 2 booked sessions per week.

Methods

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

- We advertise the Preschool widely in places accessible to all sections of the community.
- We aim to make information about our Preschool accessible in written and spoken form.
- We request the help of our current staff and families in translation or interpretation where possible.
- Our Preschool and its practices are described in inclusive terms to make it clear that we welcome both fathers and mothers, other relations and other carers, including childminders.
- We treat individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- Our building is accessible to children and families with disabilities, and continue to review how we are meeting this aim, adapting where possible and reasonable on the advice of professionals or parents.

- Our equal opportunities and diversity policy is available in paper form in the setting and online through our website (www.peeple.org.uk) and is brought to the attention of all new staff, volunteers and committee starting at Peep Pre-school.

Preschool Admissions

We arrange our waiting list on a date of registration basis.

In addition our policy may take into account the following:

- particular circumstances affecting the family
- referrals from outside agencies
- siblings previously or already attending the Preschool
- the vicinity of the home to the Preschool.
- Parents are asked to specify preferred days and hours.
- Families can choose to add more hours later (e.g. if a child becomes entitled to Nursery Education Funding and is currently only paying for 1 or 2 sessions per week) in the year if there is space but Peep Pre-school does not guarantee to supply these hours.

Lunch

- Children should bring their own healthy packed lunch. We provide guidance regarding what is meant by a 'healthy' lunch. Peep Pre-school does not provide food for lunch.
- Milk or water is available to the children.
- In some instances we do not facilitate children to do full day sessions immediately, especially the younger two year olds as we feel that they may not cope with being at the pre-school all day. This is a decision made by the manager and it will be decided by the individual child's needs.

Notification

- Parents may register their interest in a place at Peep Pre-school at any time. Information and booking forms are available from Peep Pre-school, on our website www.peeple.org.uk, by email peeppreschool@peeple.org.uk or by phoning 01865 771986. The administrator aims to acknowledge receipt of the registering an interest form within two weeks (during term-time). This is not a commitment to either take or to offer a place, but simply places the child's name on the waiting list.
- The administrator will phone when spaces become available to confirm a place followed by a letter to families. This will be done according to the child's place on our list. After discussions with the manager, the administrator will arrange a home visit and visits to the pre-school. Peep Pre-school require a minimum of three visits in the pre-school, however these visits will be continued if the child is struggling to settle and staff believe that visits need to be extended until the child is completely happy.
- Please note that Peep Pre-school's priority is to provide Two Year Funded & Nursery Education Funded places. There is no appeal process and the management's decision is final.
- If a place becomes available in which the next person on the waiting list is not able to start yet (when child turns 2, or becomes eligible for Two Year Funding/Nursery Education Funding) the next eligible child waiting for the space will be offered the place.

Payments

- Fee paying places are invoiced monthly and are due a month in advance.
- Invoices are payable by the 7th of the month.
- Invoices include all days booked in the month – term time only.
- Reminders are sent out after the 7th of the month for payments outstanding.
- A late payment charge of £15 will be added to the next month's invoice if payments are not paid within the week that it is due.
- If invoices are outstanding for over a month after reminders being given then the child's place will be frozen until payment has been made.

This policy was adopted by:

On: *

Updated:

Signed on behalf of the provider:

Name of signatory:

Role of signatory (e.g. chair, director or owner):

** This policy was adopted in November 2015 and will be reviewed annually and updated if appropriate. A signed copy is kept in the Peep Pre-school.*