

Portreath Pre-School

Administration

Admissions

Policy Statement

It is our intention to make our setting accessible to children and families from all sections of 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

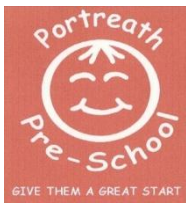
- Information is included in the Family Information Service.
- We ensure that the existence of our setting is widely advertised in places accessible to all the sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- New Starters

Parents are encouraged to visit, to inform their decision about their choice of setting. As parents request places for their children they are placed on a dated waiting list. The waiting list is arranged in application order and in addition may take into account the following:

- The age of the child, with priority given to children eligible for free entitlement
- The vicinity of the home to the setting
- Siblings attending the setting or Portreath Primary School
- Length of time on the waiting list

The Pre School is registered for 20 spaces per morning and afternoon session (this includes up to 8 spaces for 2 year olds). However staff ratios and individual needs are taken into account when filling the number of places we have. We will also take staff ratios and individual needs into account when considering when new starters should join the pre-school (i.e. at the beginning of a half term or during the half term).

- Children must attend a minimum of two sessions per week (over two days). This is because we find that attending less than this makes it very hard for them to settle, and to follow the themes we follow during sessions.



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- For children aged 3-4 and in their last year before school, we strongly recommend that if we are the sole setting the child will be attending, that they take up their full funded 15 hours.
- Children can attend for a full day (9am – 3pm) the term after they turn 3 (spaces allowing). Before this children can attend for half-day sessions in the morning or the afternoon.

Extra sessions for children already attending

Places are allocated in September. Places may become available at other times throughout the year in the event that the attendance arrangements of any existing children change for the relevant age group. Priority will be given to children who are already attending Pre School, places will be allocated to children that are eligible for their 15/30 hours funding in the first instance and then in chronological order by date of enquiry for extra sessions. Staff ratios and individual needs will also be taken into account when allocating places.

- 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 education 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 Valuing Diversity and Promoting Equality Policy wide known.
- We follow the requirements of the equal opportunities act 2010.

We are committed to reviewing our policy, procedures and good practice.

Last reviewed and amended: 13.11.2023