



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.

- Sessions are offered to 2-4 year olds
- 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 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.
- We arrange our waiting list in terms of registration date. In addition, our policy may take into account the following:
 - the vicinity of the home to the setting; and
 - Looked after children
 - siblings already attending the setting.
 - Previous family members at the setting.
 - Family member on the parent committee.This is not an exhaustive list.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We welcome mothers, fathers, other relations and other carers, including childminders.
- We treat each child and their family fairly, 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 enable children and/or parents with disabilities to take part in the life of the setting. Where required, we will take additional steps needed to do this.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs in the community
- 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.
- A non-refundable charge of £13 secures your child's place at The Hullbridge Preschool, chargeable only to those not in receipt of the 3 year old FEEE funding on starting.
- We ensure all children are offered a settling in stay and play session prior to starting regular sessions.
- We offer 30hrs funding for a limited number of children, please speak to the setting manager for further information.
- Sessions will not exceed 26 children.
- Places will be confirmed approx 1 term in advance, with a minimum requirement of 2 sessions per week. We offer places for new starters on a termly basis with mid-terms start dates available on an ad hoc basis where there is availability.
- Admissions and emergency contact forms must be completed before a child is left in the care of the preschool.
- We endeavour to offer places to all children who apply to us, however there is a limitation on available sessions. It is therefore recommended that any interest is registered asap.
- Any requests to defer a start date will be discussed, deferring may lead to not being able to offer the sessions requested.

School Admission

The Hullbridge Preschool resides within the grounds of Riverside Primary School but is a separate entity and therefore a place at The Hullbridge Preschool does not guarantee entry into Riverside Primary, normal admission procedures for Primary School should be adhered to.

This policy was adopted at a meeting of (name of setting)

Held on (date)

Date to be reviewed date

Signed by

Name of Signatory

Role of Signatory (ie manager)