



Admissions and Terminations

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.

- 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 welcome mothers, fathers, other relations and other carers, including childminders at our setting.
- 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 and available in our website.
- We regularly 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.

Sessions

- Sessions are offered to 2-4 year olds
- Sessions available are:
Monday to Friday 9am – 3pm (term time only)

AM session: 9am – 12pm (3hrs FEEE)
Lunch club: 12pm – 12:45pm (only applies when FEEE is not used)
All Day: 9am – 3pm (6hrs FEEE)
- We accept 2 year old and 30hrs FEEE funding if your family is eligible, please speak to the Director or Setting manager for further information.
- Sessions will not exceed the designated EYFS space requirements.

Waiting List

- Children are only added to our waiting list once we have received back the completed registration paperwork (available on our website or hardcopies from the setting)
- We arrange our waiting list in terms of registration date. In addition, our policy may take into account the following:
 - Looked after children
 - the vicinity of the home to the setting; and
 - siblings already attending the setting
 - Children of staff members
 - Previous family members attended the setting

This is not an exhaustive list.

- 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.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- A non-refundable charge of £15 secures your child's place at The Hullbridge Preschool, chargeable only to those not in receipt of the 3-4 year old FEEE funding on starting.

Confirmation of Place

- Places will be confirmed half a term in advance via email confirmation, with a minimum requirement of 2 sessions per week per child. 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.

- We ensure all children are offered a settling in stay and play session (free of charge) prior to starting regular sessions.
- Registration and emergency contact forms must be completed before a child is left in the care of the preschool.
- A copy of your child's birth certificate will need to be seen by the setting manager or director before starting at the setting.
- Any requests to defer a start date will be discussed, deferring may lead to not being able to offer the exact sessions requested.

Termination of Place

The Hullbridge preschool will not tolerate any abusive/racist or sexist remarks to staff or children from adults that attend to the setting with their children whether it is verbal or written. This sort of behaviour especially in front of children is simply not acceptable. As a result The Hullbridge Preschool reserves the right to terminate with immediate effect the child's place associated with that adult without refund of fees.

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	The Hullbridge Preschool..... (name of setting)
Held on (date)
Date to be reviewed date
Signed by
Name of SignatoryDonna Thresher.....
Role of Signatory (ie manager)	Manager.....