



Admissions And Registration Policy

Pre-school Manager: Nicky Benson-Dare

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.

Statement

St Peter's Busy Bees Pre-school is a fair, fully inclusive, welcoming setting. We promote equality of opportunity and value diversity. To ensure that the existence of our setting is widely advertised in places accessible to all sections of the community, and we have established links with our local children's centre and other early year's providers in our area, we advertise periodically in the local free newspapers.

We ensure that information about our setting is accessible and provided in written and spoken form if required. We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language, and if we are unable to provide this service we will contact our local quality and inclusion officer to assist us.

Aim

At St Peter's Busy Bees Pre-school our aim is to make our setting accessible to all children and families from all sections of the local community. We aim to ensure that all of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

Admission/Registration

- Children in the receipt of FEE (free early education) are invited to join the setting at the beginning of the 3 big terms of the year, September, January and April, the qualifying term after their 3rd birthday, this is when the funding period commences. It is at the manager's discretion that paying children are able to join the setting in between these times.
- Upon interest being shown in the setting, and if the child does not qualify for FEE, a refundable deposit of ten pounds is requested to add the child to our waiting list. (This is refunded when the child's first invoice is sent out).
- Upon interest in the setting, parent/carers are asked to complete a "Registration Form", detailing listed information and days of interest (these days are not guaranteed but the setting will do their utmost to provide the requested sessions). Parents are invited to visit the setting during a pre-determined time that suits both parties.
- All children are invited to a taster session prior to their start date, before this date all admissions paperwork is emailed to the parent and has to be returned and printed. (It is at the manager's discretion working with advice from the child's parents and keyworker if more sessions are required).
- Each term, all current attending children are consulted as to whether they want to increase their session number prior to the register being opened to new starters. This does not mean however that the setting will be able to accommodate their needs if

their full FEE is not taken up upon qualification.

- If there were more children than spaces on a particular term, this would have been identified during the previous term and the parents contacted and given the choice to be entered onto our waiting list.
- We arrange our waiting list in registration date order.
- We will keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear to all who enquire that we welcome both fathers, mothers, other relations and carers from all cultures and religions into our setting doing our best at all times to provide the services required.
- Our practices treat each child and their family individually, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language and culture. We do not discriminate on any grounds.
- Our practices enable children and/or parents with disabilities to register, be placed and take part in the life of the setting, being included in all daily life and activities.
- We make our Valuing Diversity And Promoting Equality Policy widely known, as part of our admissions procedure.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- 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.
- All fee-paying children are made aware of the Fee Structure Policy upon registration.