



Admissions Policy

Statement of Intent:

It is our intention to make Ridgeway Under Fives accessible to children and families from all sections of the local community.

Aim:

We aim to ensure that all sections of the local community have access to the pre-school through open, fair and clearly communicated procedures.

Method:

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

- We ensure that the existence of Ridgeway Under Fives is widely advertised in places accessible to all sections of the community.
- A copy of our admissions policy is available in the pre-school policy and procedure file. A copy can also be found in the toddler file at the Ridgeway Under Fives Toddler group.
- A copy of our admissions policy will be sent out to parents/carers alongside our application form.
- We ensure that information about our pre-school is accessible in written and spoken form, and where appropriate in different languages. 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.
- Places are allocated on a term-by-term basis. A child is eligible for a place the term after his/her third birthday. Government funding is available for these children.

Date of child's 3rd birthday	Term intake
01 April – 31 August	September
01 September – 31 December	January
01 January – 31 March	April

Admission Allocation dates:

- The closing date for new admissions to the setting is the first day of the new term in which the child has their 3rd birthday.
- The closing date for children who are already attending pre-school but wish to alter the number of sessions attended is the end of the penultimate week prior to half term.



Wherever possible the pre-school aim to inform parents/carers in writing of the places they have been allocated by the beginning of week four after half term.

Date of child's 3rd birthday	Closing date for new applications	Closing date for session alterations	Date we aim to inform parents by
01 January – 31 March 2012	5 January 2012	3 February 2012	12 March 2012
01 April – 31 August 2012	16 April 2012	25 May 2012	2 July 2012
01 September – 31 December 2012	3 September 2012	19 October 2012	26 November 2012

Allocation of Places:

- There are 26 places available at each session. A waiting list is available, but no priority is given to children on the waiting list. Once we start allocating places for the next term the criteria stated below will apply.
- For government funded children, where possible we will try to offer five sessions per week to children upon entry and ask that parents accept a minimum of three sessions per week for their child. In the event of the pre-school not being able to offer five sessions per week initially, the committee has the final decision as to how many sessions will be offered.
- When allocating sessions, priority will be given to children already attending pre-school who wish to increase the amount of sessions they attend. Parents will be asked in writing of any session changes they wish to make.
- In the event of being oversubscribed, new places will be allocated according to the following criteria:
 1. Children living in Ridgeway at the time of application and admission.
 2. Children with siblings already attending the Pre-school
 3. Children attending the Toddler group.
 4. Date of birth.
- If places are still available once all sessions have been allocated to children eligible for funding, the committee may offer places to children from the age of 2½. These are fee-paying sessions and will be allocated according to the allocation criteria above.



- For children not yet eligible for government funding, we ask that parents accept a minimum of two sessions per week for their child.
- Any new applications or requests for session alterations received after the closing dates will only be considered if there are places still available once all other applications and requests have been agreed.
- **Please note that once a place has been allocated to a child, should the place be relinquished before head count day, parents are liable to pay due fees.**

Where possible we will also try to:

- Keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Describe our pre-school and its practices in terms that make it clear that we welcome parents, other relations and other carers, including childminders.
- Describe our pre-school and its practices in terms of how it treats each child and their family, 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 describe our pre-school and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- Monitor the gender and ethnic background of the children joining our pre-school to ensure that our intake is representative of social diversity.
- Ensure our Equal Opportunity Policy is widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- Be flexible with 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.
- Contact other settings that the child attends or will be attending e.g. primary school to share information and aid transition.