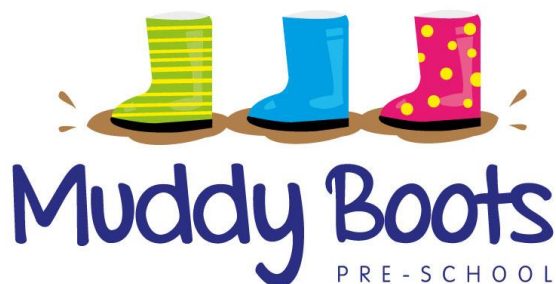


Muddy Boots Pre-School CIO

Information and Records – Admissions including the waiting list



Review Date:	SEE COMMITTEE POLICY REVIEW SCHEDULE
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Information and Records

Admissions

Policy statement

It is our intention to make our pre-school 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 pre-school through open, fair and clearly communicated procedures.

Procedures

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

- We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible to all families, and will provide information in different formats where needed.
- When there are more applications for places than there are places available, priority will be given in the following order:
 - 1). Children who have an EHC Plan (Education, Health and Care Plan) that names the setting as appropriate provision.
 - 2). Children in public care or previously in public care (children who were looked after but ceased to be so because they were adopted (or became subject to a ‘child arrangements order’ or ‘special guardianship order’).
 - 3). Children with SEND (Special Educational Needs and Disabilities).
 - 4). Children in their final pre-school year, with priority given to children who are eligible for funded entitlement.
 - 5). Eligible two-year-old children.
 - 6). Children with a sibling currently at the setting.
 - 7). Children with homes in the closest vicinity to the setting.
 - 8). Children with the earliest application.
 - 9). Others.
- The pre-school is open to every family in the community.
- No more than 20 children may attend any one session.
- Children are admitted when they turn 2 years old, dependent upon the availability of space. Government funding begins in the term after the child turns 3 years old. However, where eligible, funding can be claimed from 2 years of age. Information regarding help with childcare can be found at www.gov.uk. We are unable to hold spaces (E.g. for those children who have either a Spring or Summer birthday), beyond 6 weeks. (A place will only be reserved once the child is due to reach 2 during that term). However, these children are given priority should places become available and can usually have the sessions of their choice in the following Autumn term.
- Spaces already reserved for a child waiting to come of age, or a preferred start date, are not secure in all circumstances. Where another family requests the session and their child can start

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immediately, holders of the reserved space will be approached for weekly/monthly/termly payment of the session to secure it until their child's start date.

- Children may attend Muddy Boots Preschool for between 2 and 10 sessions per week. Children are expected to attend a minimum of 2 sessions a week. Less than this does not give enough continuity for a child to settle adequately within the pre-school. Only in exceptional circumstances will we admit a child for only one session per week.
- We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or language. We will liaise fully with parents and professionals to ensure that it would be in the child's best interests to attend the pre-school.
- Parents/carers are encouraged to visit with their child shortly before admission is due, and are invited to attend a 'Stay and Play' session.
- All paperwork should be completed before their starting date. (Administration forms are available from the preschool).
- If a child is to leave our setting before moving on to school, or to reduce the number of sessions attended, parents must give at least four school weeks' notice of the leaving date in writing. Fees will be payable until that date.
- We are flexible about attendance patterns and wherever possible accommodate the needs of individual children and families.
- The nursery education funding rules state that 'I understand my child could lose their funded place if they do not attend regularly without a reason being provided for their absence'. Therefore, if your child has not attended half of their sessions in any half term period (usually 6 or 7 weeks) they will lose their place at the pre-school unless they have a valid reason (e.g. letter from doctor in the case of serious illness or holiday). If your child has not attended preschool for 3 weeks without any explanation, we reserve the right to offer their sessions to another child after contacting the parents/ guardians and discussing the situation.
- Once a child has joined the preschool and extra sessions are required, we will endeavour to grant them, however, if a session requested is unavailable, the child's name will be placed onto a waiting list where names are kept in order of request.

Please note that we are an independent charity run preschool and we are not affiliated with Walgrave Primary School. Admission to Muddy Boots Pre-school does not in any way increase a child's chances of admission to Walgrave primary school, which has its own admissions policy. All parents and carers need to complete a separate application when applying for a primary school place.

Parents may register their interest in a place. There is a (non-refundable) administration fee of £20.00, which is due to be paid when the paperwork is returned. This may be waived if you are unable to pay due to your financial circumstances. Please contact the manager if this is the case.

How sessions are allocated:

Sessions will be allocated to existing children with the priority given to the following criteria...

- 1) LAC (looked After Child)
- 2) Children with SEND (Special Educational Needs and Disabilities)
- 3) Children in their final preschool year (Up to 15 hours)
- 4) Funded children (Up to 15 hours)
- 5) Non-funded children (Up to 6 hours)
- 6) During planning for Autumn intake, session times are offered for 2 weeks to existing families before they will be made available to new applicants

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- 7) We will aim to provide up to 15 additional hours for existing children who qualify for extended funding, subject to availability.

Parents will be notified of their allocated sessions by the end of the summer term.