

# ABC PRESCHOOL

Akeman Street Baptist Church, Akeman Street, Tring HP23 6AA : 07510 372073

## ADMISSIONS POLICY

It is our intention to make our preschool genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- ensure that the existence of the preschool is well known in the local community and that everyone is welcome regardless of their background, race or religion.
- ensure that information about our preschool 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 signing or an interpreter.
- keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- publish opening times and, where practical, be flexible about the days available.
- make our Equality and Diversity and Special Educational Need policies available.
- describe our preschool and its practices in terms which make it clear that it welcomes both parents, other relatives and other carers.
- consult local parents to ensure that the group goes on meeting the changing needs of the local community.

### Admission Procedure

In the first instance, when a parent/carer contacts the preschool and shows an interest in their child attending, they will be asked to fill in a registration form with the child's details. This will be filed under the relevant year for admission. The date of registration will be recorded and will be taken into consideration when places are allocated.

We will make contact with the parent/carer approximately eight months prior to the expected admission into preschool to confirm that they still require a place. We will then use our admission criteria to determine which children we can offer a place to and write to the parents to confirm a place is available. Families will be invited to an open afternoon during the term before the child is due to start.

Prior to a child starting preschool, their keyworker (who may be accompanied by another member of staff) will make a short visit to their home to meet the carer(s) and the child. This is followed by a full session visit to the preschool with the parent/carer. Following this settling-in period most children are quite happy to be left by their parents. Some children take a little longer, so we work closely with parents to find the best solution.

### Intakes.

We have one intake of new children each year in September.

However, parents are given the choice of starting their child the following January if they prefer. As we are keeping a place open for them, we will ask for a retainer of half a term's fees in September.

### What age children is our preschool for?

There is not a fixed age when we start children at preschool. We would prefer each child to have three terms with us prior to starting nursery. However, we recognise that some summer born children are not ready to start in September and may only have two terms with us. Our preschool is for pre-school children and is specifically suited to children aged from rising 3 to rising 4 (i.e. the year before starting nursery). We are unable to accommodate children once they have moved on to a nursery class. However, where a child is unable to attend a nursery, they are able to remain at our preschool until they have a place at nursery/school.

If there are still places available once all children on our waiting list for that year have taken up their place, we may offer a place to younger children (those born in September/October of the following year). These children would have up to 5 terms with us.

### **When does the child leave?**

When we conduct our home visit we ask which school the child is hoping to attend and discuss the date it is anticipated that the child will leave us. This is very important to our group in terms of planning for future admissions. During the anticipated penultimate term with us the parents will be asked to confirm the date the child will be leaving. If situations have changed and the child will no longer be going to nursery at the expected date, the place can be extended. Priority will be given to these children provided we have been informed within the time constraints shown in the letter. There could be many reasons for a child remaining in our group and these could include:

- ♦ No nursery place available
- ♦ Child not ready to move on
- ♦ A special need has arisen

If, at a later date, a family decide they wish their child to stay with our group after the expected leaving date, we will do everything possible to accommodate this, but a place cannot be guaranteed.

### **What happens if there is no place available?**

If, due to the number of children on our waiting list, it looks as though we will not be able to accommodate a child/children we will make every effort to inform parents at the earliest opportunity. This gives the family the chance to add their child's name to waiting lists of other preschools in the area if they wish to do so.

When all the places available have been allocated and confirmed we will advise the rest of the families on the waiting list that they have not been successful in gaining a place for their child. The child's name will be removed from the waiting list but the family may choose to re-register to express a continuing interest in our group.

### **Priority Criteria for admissions.**

The child's name will be added to the waiting list for the appropriate year according to their date of birth (see 'Intakes' above). The following priority criteria will be used.

1. Brothers and sisters of children already attending at the time of admission.
2. Brothers and sisters of children who previously attended, provided we have had at least 2 term's notice.
3. Children living in Tring
4. The date the registration form is received.
5. Children living in the villages surrounding Tring that do not have their own preschool
6. Villages surrounding Tring.
7. Any other children.

### **Exceptions.**

We acknowledge that there may be extraordinary circumstances which could affect the above. These can be brought before the Preschool committee which could result in a child being offered a place within our group ahead of others on the waiting list.

### **Number of Sessions.**

Parents will be offered the following choices in their confirmation letter:

- ♦ Child attends 3 sessions from September
- ♦ Child attends 2 sessions from September
- ♦ Child attends 2 sessions in September and 3 sessions from January
- ♦ Child attends 2 sessions from January
- ♦ Child attends 3 sessions from January

This information is required in order to determine how many children we can take.

Children are normally offered a maximum of three sessions a week at preschool. Occasionally we can offer parents four sessions a week dependent on availability and the length of our waiting list.

Consideration will be given to children/families with special needs that may require a more flexible approach to the number of sessions.