



Heronswood Pre-School & Wraparound

ADMISSIONS POLICY

It is our intention to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Responsibility for admissions to the Pre-School class/school

Responsibility for making decisions regarding Pre-School admissions to the schools Early Years Unit lies with the Head of School and Governors of the school. The Head of School is also responsible for the day to day administrative arrangements that need to be made to ensure that the requirements of this policy are followed.

We will ensure that:-

- Our existence is widely known in the local community and surrounding areas by advertising.
- Allocate places for out of school care on a 'first come, first served' basis.
- Provide translated written materials where there are communication barriers.
- Describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- Describe our setting 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, and ethnicity or from English being a newly acquired additional language.
- Our Valuing Diversity and Promoting Equality Policy is available to all.

Applying for a place in the Early Years Unit

The Pre-School Manager will keep a list of children's names and the names and addresses of the parents who have requested a Pre-School place. This will be called the *Pre-School admissions list*. The length of time a child's name has been on the admissions list will not be taken into consideration when allocating a place. The Pre-School Manager will inform parents by telephone whether it has been possible to allocate their child a place.

Age Range

The Early Years Unit at Heronswood Primary and Pre-School is able to provide free full/part-time Pre-School provision for children from the term following their third birthday, if there is an available place.

Child's 3rd birthday falls between:

1st January and 31st March
1st April and 31st August
1st September and 31st December

A place can be accessed from:

1st April (or the start of the summer term)
1st September (or the start of the autumn term)
1st January (or the start of the spring term)

Criteria for admission into the Pre-School class if oversubscribed.

Admission to full/part-time Pre-School places is based on the expression of parental preference. If there are more applications than places available the Pre-School Manager will use the following criteria.

1. Looked after children, children on the child protection register or those who are thought to be at risk of abuse or neglect.
2. Children with exceptional, medical, social and educational needs identified by health, education or social care colleagues. Evidence should accompany applications.
3. Children who live in the Priority Admission Area or local catchment area in age order.
4. Children who have an older sibling attending the school in age order.
5. Children who live outside the schools catchment area in age order.

Transfers

Transfer can only happen if notice is given in line with the Pre-School Education Funding criteria.

Policy written – February 2017

By Pat Croom – Pre-School Manager

Ratified by Governors – May 2017

Policy to be reviewed – February 2019