



Admissions Policy

Date reviewed: 18.09.2023

Policy Statement

It is our intention to make our Pre-school accessible to children and families from all sections of the local community through open, fair, and clearly communicated procedures.

The Pre-school will admit all children between the ages of 2 and 4 years, up to the maximum number specified by the registering authority.

In the event of oversubscription, under any of the below criteria, all children will be ranked according to date of birth – working from eldest to youngest.

Procedures

- 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 the Pre-school is accessible, using simple plain English, in written and spoken form. We will try to provide written materials in more than one language where the needs of families suggest this is required.
- We arrange our waiting list in order of date of birth. In addition, our policy may consider:
 - The age of the child, with priority given to children who are eligible for the free entitlement – including eligible two-year-old children.
 - The vicinity of the home to the setting.
 - Length of time on the waiting list.
 - Whether any siblings already attend the setting.
 - The capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with the Codes of Practice for Milton Keynes LA... and any local conditions in place at the time.
- We offer places at our lunch club for all children- giving priority to those children due to start school the following September where viable.
- We describe the Pre-school and its practices in terms that make it clear that it welcomes fathers, mothers, other relations, and other carers.
- We describe our Pre-school and its practices in terms of how it treats each child and their family, having positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity, or competence in spoken English, being a newly acquired additional language.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- 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.
- Extra one-off sessions can be booked for an **emergency** if we have space available – at least '24 hours' notice must be given unless there are exceptional circumstances.
- Children eligible for the Early Years Free Entitlement living outside the parish are given priority.

- Children with a statement of Special Educational Needs where it is felt our Pre-school will best meet their needs are given priority.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
- Parents are advised on how to access the setting's policies and procedures.

Children with SEND

- The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being, and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan, and all other adjustments required. The child's safety at all times is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period, the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

Safeguarding/child protection

If information is provided by the parents that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

Other Useful Early Years Alliance Publications

Early Years Entitlements: Operational guidance for local authorities and providers (DfE 2018)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718181/Early_years_entitlements-operational_guidance.pdf

This policy was reviewed by Hanslope Pre-school on 18th September 2023

Date to be reviewed 5th September 2024

Signed on behalf of Hanslope Pre-school

B. Mudaliar

By Brittany Mudaliar

Chairperson on 23rd September 2023