

## Admissions Policy

We are a committee led charity pre-school and open for 38 weeks of the year (term time only), open to children from 2 years to 5 years. We open from 9.00AM until 3:00PM. Morning or afternoon sessions are available.

Ullesthorpe Pre-school is in line with the anti-discriminatory practice, equal opportunities and ensuring we are inclusive to all. We have a trained SENCO that works alongside any funded children with special educational needs.

### **Enquiries**

Any parent/carer that shows an interest in the pre-school will be invited for an introductory visit, to see the pre-school and meet the staff members. Parents will be informed of any relevant information and have the opportunity to ask any questions they may have. Once a completed application form is filled out, returned and the £20 deposit has been paid, arrangements will be made including start date and settling in sessions and you will receive a booking confirmation.

### **Waiting List**

If there are no spaces available, the parent/carer will have the opportunity to place their child on the waiting list. When a space does become available the parent/carer will be contacted, priority may be given to siblings of current children.

### **Parental Responsibility**

Upon registration we will ask to see a copy of the child's birth certificate, which states the parent's details. This is for safeguarding purposes. We cannot restrict any parents stated on the birth certificate from collecting their child from the setting unless we have legal paperwork to state otherwise.

### **Funded Places**

#### **FEEE**

Here at Ullesthorpe Pre-school we do offer places for children who are funded. This may be either 3/4yr old 15 hour or 30 hour extended funded hours and 2 year funded places if eligible. These places are based on session availability and you may have to go on a waiting list for additional hours if your full funded hours are unavailable.

### **SEND (Also see our SEND policy)**

When a child with a Special Educational Need or Disability is registered, the usual admission arrangements will be made. Parents/carers can discuss with the SENCO and key person whether any additional resources or changes to the room layout will be needed or specific training for staff is required. If an enhanced adult to child ratio is required a key person or extra member of staff will be appointed according to the setting's Employment Policy. The Settling In/Transition Policy and Procedure will be followed, and flexible arrangements will be made in response to the needs of the child. If the child already receives early learning support, they will be involved in this process.