



A member of the Pre-School Learning Alliance
Registered Charity 1027219

New Moreton Hall Pre-School
Sebert Road
Bury St. Edmunds
Suffolk
IP32 7EG
01284 702129
newmoretonhps@yahoo.co.uk

10.0 INFORMATION AND RECORDS

10.2 Admissions

Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community and beyond. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- ❖ We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- ❖ We ensure that information about our setting is accessible and provided in written and spoken form.
- ❖ We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- ❖ Our admissions criteria for pre-school is as follows:
 - Children in 'Need/SEN';
 - 'Non-Funded 2 year olds' (Alphabetical Order), subject to availability;
 - 'Universal Funded Hours' including 2 year olds (15 hours) (Alphabetical Order), subject to availability;
 - Children using their 'Universal and Additional Funded Hours' in our setting (30 hours) (Alphabetical Order), subject to availability;
 - 'Non-Funded 3 & 4 year olds', *Additional Sessions* (Alphabetical Order), subject to availability;
 - 'Additional Funded Hours 3 & 4 year olds', *Additional Sessions* (Alphabetical Order), subject to availability.
- ❖ Application forms for places are to be submitted by a, pre-advised, deadline date.
- ❖ For 30 hour funding the following applies:
 - Parents are responsible for providing their Eligibility Code for funding by the deadline date;
 - A grace period applies to 'Additional Funded Hours', subject to the Suffolk County Council (SCC) guidelines, if a parent becomes ineligible for 'Additional Funded Hours';
 - Lunch Club and After School Club sessions cannot be included in the 30 hour funding.
- ❖ A minimum of 2 sessions per week are required, including any 'Wrap Around Sessions'.
- ❖ We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- ❖ Children must be 2 years & 6 months old in order to access the 'Lunch Club' sessions (extenuating circumstances shall be considered at the Managers discretion)



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- ❖ We 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.
- ❖ We describe how our practices treat each child and their family, having regard for their needs, arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- ❖ We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- ❖ We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- ❖ We make our Valuing Diversity and Promoting Equality Policy widely known.
- ❖ 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.

This policy was adopted at a meeting of **New Moreton Hall Pre-School**

Held on

Date to be reviewed

Signed on behalf of the management /committee

Name of signatory

Role of signatory (chair/manager)

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)