

**Admissions Policy**

1. **Purpose:**

At Bell Day Pre-school, we are committed to being as inclusive as possible regarding admissions to our setting. We also strive to provide funded childcare without it impacting the quality of our provisions. This policy outlines our approach to Pre-school, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner. This relates to sections 3.28 and 3.57 of the Early Years Foundation Stage.

**2.Pre-school Admissions:**

At Bell Day Pre-school we offer care and education to children from 3 years to school age. We offer places on a first come first served basis but as a well-respected provider we are often oversubscribed and operate a waiting list. A child’s name will be added to the waiting list, in date order, when the completed form and administration charge have been received. These forms are available on our website or from the Pre-school office.

When allocating places from the waiting list the Pre-school will use the following admission criteria which will be applied in the following order of priority:

1.Children currently attending the setting who wish to increase their days

2. Children who have a sibling currently attending the Pre-school.

3.Child of an employee

4.Looked after child

5.Children whose families live or work in the local area

6.Child on waiting list in date order

Bell Day Pre-school do offer funded sessions and flexible attendance patterns, this will be discussed at the time of registering. Bookings for all year-round places will take priority over funded only sessions.

Research and our own experience have shown that children settle better when attending a regular pattern. We therefore accept children for a minimum of 2 full days or equivalent thereof. The only exception to this is for full funded 2- and 3-year places which will be allocated space permitting.

The free early education entitlement for either 15 or 30 hours depending on eligibility is available at Bell Day Pre-school. We believe that all children need a full meal during their time at Pre-school and therefore do not charge extra for meals. However, to remain sustainable, we do have a 15- and 30-hours policy which we signpost parents to, either on the website or in hard copy.

When a place becomes available a registration pack will be issued. The place will only be secured once these forms and the holding deposit have been received £100 for a part time place and £200 for a full-time place for your child. The deposit will be refunded against the first monthly invoice.

Swapping sessions on an ad hoc basis is not usually available due to staff: child ratio. However, we will endeavour to support parents in exceptional circumstances wherever possible.

Any extra sessions required will be accommodated wherever possible, space and staffing dependant. These sessions must be booked via the office.

Our SEND local offer is also available via the website.

We operate an inclusion and equality policy and ensure that all children have access to Pre-school places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Signed on behalf of the Pre-school: G.Owers

Date: October 2019 Reviewed and altered: 20th February 2020

Reviewed and altered: 31st July 2020

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