

HANHAM TODDLERS PRE-SCHOOL

Title	Child Admission	Reference	P2-1
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1.0 Policy

- 1.1 It is the intention of the Pre-School Board of Trustees to make the Pre-School genuinely accessible to children and families from all sections of the local community in a fair and equal manner.
- 1.2 The Pre-School shall endeavor to accommodate children with disabilities and/or medical needs as well as known special needs, (see Special Needs procedure P2-8), by considering each individual case and by making reasonable adjustments, as necessary to enable regular attendance. Parents/Carers, the custodians of the Pre-School premises and relevant external agencies shall be consulted as required.

2.0 Scope

- 2.1 This procedure defines the process for accepting a child's admission into the Pre-School.

3.0 Referenced Documents

Statutory Framework for the Early Years Foundation Stage

P2-2 Fee Payment

P2-8 Special Needs

4.0 Definitions

The Pre-School: Hanham Toddlers Pre-School

Board of Trustees: the body that has the overall responsibility for the day-to-day running of the Pre-School, comprising the Trustees, including the Pre-School Manager(s).

Approved	Print Name	S Rouch	Position:	Manager
	Signature	Signed copy held in Master Procedure Manual	Date:	21 February 2023
Authorised for Issue	Print Name	K Ricketts	Position:	Chair
	Signature	Signed copy held in Master Procedure Manual	Date:	21 February 2023
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<p>5.0 Procedure</p> <p>5.1 <u>Contents</u></p> <p>5.1 Contents</p> <p>5.2 Introduction</p> <p>5.3 Allocation of Sessions - General</p> <p>5.4 Allocation of Sessions - New Intake</p> <p>5.5 Allocation of Sessions - Existing Placements</p> <p>5.2 <u>Introduction</u></p> <p>5.2.1 The description of the allocation of places, as defined below, shall also be included in the Prospectus and Parents Pack.</p> <p>5.2.2 Places are allocated for Stay and Play sessions, (at the Children's Centre setting), to a maximum capacity of 15 in a group, once the child has reached the age of 1, in the order in which the child was registered on the waiting list. The waiting list is compiled in date order based on receipt of a formal application.</p> <p>5.2.3 Places are allocated for the 2-year-old + Groups, (Cottontails and Puddleducks, at the Methodist Church setting), to maximum capacity of 24. The allocation is made, giving priority to those children who have attended the Stay and Play sessions. Following this, places are allocated in the order in which the child was registered on the waiting list. The waiting list is compiled in date order based on receipt of a formal application.</p> <p>5.3 <u>Allocation of Sessions - General</u></p> <p>5.3.1 The intake of children usually occurs at the beginning of Term, depending on demand for spaces and available resources.</p> <p>The allocation of sessions is usually made approximately 2 months prior to the date of intake.</p> <p>5.3.2 A child shall be allocated sessions dependent on request and availability, as defined in Paragraphs 5.2.2 and 5.2.3.</p> <p>5.3.3 Where it is considered that an individual child's needs cannot be satisfied without the support of a one-to-one worker, the Management Team shall seek funding for the additional member of staff, or liaise with the Early Years Inclusion Manager.</p>			
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<p>5.3.4 Once all available Pre-School places have been allocated, the next vacancies shall only be allocated as a result of one or more of the following:</p> <ul style="list-style-type: none"> • at the next scheduled intake • if a child leaves the Pre-School, creating a vacancy • if an additional class is created (usually as part of a scheduled intake) <p>5.3.5 If the next scheduled intake is over subscribed, individual consideration shall be given to qualifying children requesting a place part way through a term, (eg. at the request of an external agency such as the local Health Visitor, etc), in addition to the general allocation process defined in Section 5.2. These requests shall be considered by the Manager(s) and referred to the Board of Trustees for approval, if necessary.</p> <p>5.3.6 In the event of a vacancy arising during term time, the waiting list shall be reviewed to determine the most appropriate way for it to be filled as soon as possible.</p> <p>This could be achieved by moving a child 'up' from a younger age group and the vacancy being offered to the next child on the waiting list from that younger age group.</p> <p>5.3.7 All placements shall be offered by letter, accompanied by a Registration Form, Acceptance Form and a Parent/Carer Pack.</p> <p>5.4 <u>Allocation of Sessions (New Intake)</u></p> <p>5.4.1 The allocation of sessions for a new intake is defined in Section 5.3 above.</p> <p>5.4.2 The waiting list shall be reviewed monthly by the Manager to determine how many children qualify to be allocated a place at the next scheduled intake, as appropriate.</p> <p>5.4.3 The review shall consider how these children are best accommodated, by either joining existing groups with vacancies, or if there are sufficient numbers to start a new group.</p> <p>5.5 <u>Allocation of Sessions (Existing Placements)</u></p> <p>5.5.1 The allocation of sessions for children already attending the Pre-school is defined in Section 5.3 above.</p> <p>5.5.2 During Term 5, Parents/Carers of children already attending the Pre-School shall be requested to state their preferences for the number of sessions they wish their child to attend from the following September.</p> <p>5.5.3 All preferences shall be reviewed and group quantities and sizes for Term 1 determined according to the age of the children and the number of sessions requested.</p> <p>5.5.4 In the event that not all of the available places are filled, the remainder shall be allocated</p>			
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<p>and offered to those children on the waiting list (see 5.2.2-5.2.4). Where possible, preferences shall be offered matching the number of sessions requested.</p> <p>6.0 Amendment Record</p> <p>Issue 4: Inclusion of Section 6 – Amendment Record Section 5.3 Insert new Paragraphs 5.3.7 and 5.3.8 Insert new Section 5.4 Insert new Section 5.5</p> <p>Issue 5: Replace C Gibbs with L Sims as Chair Insert reference <i>Statutory Framework for the Early Years Foundation Stage</i> in Section 3 Changed statutory admission age to 2 years from 2½</p> <p>Issue 6: Change child intake times in Section 5.3.1</p> <p>Issue 7: Replace L Sims with N Bowman as Chair 5.2.1 – reworded 5.2.2 – new paragraph 5.2.3 – new paragraph 5.2.4 – new paragraph 5.3.2 – include reference to new Paragraphs 5.3.4 – reworded 5.4.2 – reworded 5.5.3 – reworded 5.5.4 – reworded</p> <p>Issue 8: Paragraph 1.1 - replace reference to Management Committee with Board of Trustees Section 4 - re-word Definitions to reflect the introduction of the Board of Trustees Signature Block - update names of Manager and Chair Paragraph 5.2.3 - remove and renumber remainder of Section Paragraph 5.2.4 - re-number as 5.2.3 and redefine for 2-year-old + Groups Paragraph 5.3.2 - refer to Paragraphs 5.2.2 and 5.2.3 only Paragraph 5.3.4 - removed and renumber remainder of Section Paragraph 5.3.6 - remove reference to the Management Committee and redefine the Manager(s) action</p>			
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