



Admissions Policy

Statement of intent

Silsoe Pre-School offers education and care for children aged from 2 years and 6 months to 5 years. Silsoe Pre-School is registered with Ofsted to take a maximum of 42 children per session.

Children must attend a minimum of two sessions per week however, Silsoe Pre-School strongly recommend you commit to a minimum of 3 sessions per week for consistency of both learning and familiarity for your child and for their key worker to ensure a strong rapport and learning programme with your child.

We have two classes organised into academic year groups. The maximum number of children admitted per class is as follows:

| Class | Age | Maximum admission number |
|--------------|----------------|--------------------------|
| Meadow Class | 3 to 4 years | 26 |
| Forest Class | 2 ½ to 3 years | 16 |

Aim

It is our intention to make our Pre-School accessible to children and families from Silsoe and the surrounding areas. We aim to ensure that all sections of our community have access to the Pre-School through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions policy.

- 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 our Pre-School is accessible - in written and spoken form - and, where appropriate, in different languages and other formats on request.
- We describe our Pre-School and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our Pre-School and its practices in terms of how it treats individuals, regardless of their gender, sexual orientation, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our Pre-School and its practices in terms of how it enables children with disabilities to take part in all activities of the Pre-School.
- We admit children as per the admissions criteria to ensure that no discrimination takes place.



- We make our 'Valuing diversity and promoting inclusion and equality' policy available on our website.
- Children over 3 years attending our Pre-School can access wrap around care provided by Silsoe VC Lower School; this ensures that we accommodate a broad range of family needs. Care Club is operated through Silsoe Lower School and places must be applied for directly with them via the Lower School website.
- 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.
- We offer places for new starters on a termly basis, with mid-term start dates available on an ad-hoc basis where there is availability.
- All children wishing to attend the Pre-School should be registered as soon as possible so that they can be placed on the waiting list.
- Places will be confirmed approximately one half term in advance, dates will be published on our website.
- Places are provided in accordance with our 'Silsoe Pre-School Terms & Conditions' issued to every parent. Failure to comply may result in the provision of a place being withdrawn.
- In the event that sessions are full, Silsoe Pre-School will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated:
 1. All 'looked after' children or children who were previously 'looked after'
 2. Children of Silsoe Pre-School employees
 3. Children living in Silsoe
 4. Priority will be given to ensuring that children who receive universal nursery education funding are allocated their full entitlement before places are offered to other children
 5. Children with siblings already in Pre-School
 6. Length of time on the waiting list
- If applying these criteria results in there being more children with an equal right to admission than the number of available places, the tie break will be the distance the child lives from the Pre-School measured in a straight line using the Pre-School map, with those living closer to Pre-School receiving the higher priority.
- We endeavour to offer places to all children who apply to us, however there is a limitation on available sessions. It is therefore recommended that any interest is registered as soon as possible. Where a place is not available for a child, we will maintain them on our waiting list.
- In the event that a twin/triplet is the next child on the waiting list and there are insufficient session places to accommodate all siblings, then session places will be held for up to one calendar month to enable all siblings to start together. If after one month there are still insufficient sessions available to accommodate all siblings, the family will be given the option to either take up the available sessions or move down the waiting list to release the places for another family.



- Any requests to defer start dates once an offer of a place has been confirmed will be treated as a new registration on the waiting list, therefore, a place is not guaranteed at the next term's intake.

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 Business 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.

Parents are advised on how to access the setting's policies and procedures.

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| This policy was adopted by | Silsoe Pre-School September 2022 |
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