



Scalliwags Pre-School CIO

Administration

Admissions

Policy Statement

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

Information is accessible via the Pre-School website, or in person at the Pre-School. Information can be provided in different languages or formats on request where possible.

Children with disabilities are absolutely welcome and supported to take part in all activities within the Setting. Reasonable adjustments are considered once the child is placed on the waiting list and will be in place once the child starts at the Setting.

The Setting and its practices are an opening and welcoming environment and open to all. It encourages positive regard for diversity and understanding differences, whether that be gender, family structure, class, religion, ethnicity or language. Individual circumstances of the child are paramount but monitored to ensure that no un-intentional discrimination or unwarranted individualisation is taking place.

Procedures

- We operate a waiting list. Allocation of places will consider the following:-
 - LAC
 - Date at which application was received.
 - Siblings already attending the setting.
 - Date of Birth and
 - The vicinity of the home to the setting.
- Please note that receipt of an application does not guarantee a place. Places will be confirmed as stipulated below:-
- January/February starters will receive their offer in the October before they are due to start.
- April starters will receive their offer in the January before they are due to start.
- September/October starters will receive their offer in the April/May before they are due to start.

- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Children are invited to join the setting from age 2 until school age.
- The Setting reserves the right to allocate a number of places to children not yet eligible for FEE.
- Places will be offered in accordance with our Pattern of Delivery for FEE and non-funded places.
- 3 & 4-year-old funded children, both universal and extended, may apply for hours throughout the week. All subject to availability.
- Younger children, both fee paying and FEE places, including FF2 will be offered may apply for hours throughout the week. All subject to availability.
- The Setting reserves the right to be flexible with session allocation should it be deemed in the best interest of the child.
- The Setting reserves the right to limit session allocation for extended hours, should it be deemed in the best interest of the Setting regarding sustainability.
- 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 our setting and its practices in terms of how it treats each child and their family, having regard to the child's and family members' needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the Setting.
- We make our Equal Opportunities Policy readily available.
- 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.
- Where attendance falls below 70% (excluding long-term illness) over an extended period, children may be required to reduce the number of sessions allocated to them. This will only happen after discussions with the parent/carer have taken place. Any action to reduce the number of sessions accessible will be given in writing to the parent/carer.

What is the process once the place has been offered?

Children with SEND

- Children identified with SEND must be offered a place as becomes available, like with any other child. However, if complex SEND requirements are identified prior to the child joining the start date may be determined relative to when preparations can be made to ensure the child's safety, well-being and development in the Setting. The SENCo should attempt to make an accurate assessment at the time of registration, and an application for SEN inclusion funding may be appropriate.

Safeguarding and Child Protection

- If information is provided at the time of registration that the child starting is currently, or has had previous involvement with social care, the Designated Safeguarding Lead will contact the agency to seek further classification.

This policy was adopted at a meeting of		
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory		

Scalliwags Pre-School CIO
The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL
Telephone: 01892 835980 E-mail: admin@scalliwags.org
Registered Charity No. 1179340, Registered Ofsted No. 2686577