

10.2 Admissions



Policy statement

It is Goostrey Pre-School's 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.

Procedures

- To register a child, email the manager at manager @goostreypreschool.org.uk with your child's full name and date of birth.
- A show around appointment will be offered to you. This will last around 20 minutes and be offered to you at a time that suit the pre-school, usually 9.30 am considering child numbers and staff ratios.
- We offer a free 2 hour induction for a child starting with us. This is usually a week before the child starts for 9-11am.
- You will be asked to complete several forms: registration form, GDPR consent forms, a contract of use for Tapestry and a funding form if applicable. These need to be completed before the child's induction.
- We are a charity and operate on a 'first to attend basis'. This means we won't register a child until the half term before they start.
- We request that your child attends a minimum of 2 sessions a week on different days e.g. two morning sessions.
- A child can start at 2.5yrs old however this may not be the exact day. We will discuss and agree your child's start date at the show around/induction day.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We offer funded places in accordance with the Code of Practice for Cheshire East and any local conditions in place at the time.
- Regardless if your child's place is privately funded or funded with the universal 15 hours or a 30 hour eligibility code, if your child's attendance is low and efforts have been made to solve this, your place may be offered to someone else.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy. (View on our website)

- We cap our eligible 30 hour attendance at 10 children
- We limit the number of 2 year olds to 4 per session in order to staff at a high level.

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| This policy was adopted by | Goostrey Pre-School | <i>(name of provider)</i> |
| On | 20 th April 2019 | <i>(date)</i> |
| Date to be reviewed | April 2020 | <i>(date)</i> |
| Written by | Nicola Ellershaw | |
| Approved by | Anne-Louise Warren | |
| Role | Chairperson | |