

Admissions Policy

Statement of intent

It is our intention to make Bagshot Community Pre-School (BCPS) accessible to children and families from all sections of the local community.

Aim

It is the aim of BCPS that all sections of our community have access to the Pre-School through open, fair and clearly communicated procedures.

Procedures

In order to achieve this aim, we operate the following procedures :

- We ensure that information about our Pre-School is accessible in both written and spoken form. We describe our Pre-School and its practices in terms that make it clear that we welcome all.
- We describe our Pre-School and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competences in spoken English.
- We make our Equal Opportunities Policy widely known.
- We keep a space vacant, if this is financially viable, to accommodate an emergency placement.
- We offer funded spaces in line with the current Surrey County Council Provider Agreement
- Our setting and its practices are welcoming and make it clear that Fathers, Mothers, other relations and carers are all welcome.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting using the information provided on the Enrolment Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- We are flexible about attendance patterns and settling in procedures to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability and safety for all the children (and staff), where this complies with the terms of the Provider Agreement. In exceptional circumstances, following a Risk Assessment, reasonable adjustments to provision, consultation with the child's parents, and multi-agency support; whilst remaining committed to our Inclusion policy and the terms of the Provider Agreement, it may be necessary to review sessions for individual children in order to safely meet the well being needs of the entire cohort.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

Commented [LB1]: Do you need to amend the wording here to be consistent with the PPB policy??

Allocation of Pre-School spaces

BCPS is registered to offer a maximum of 24 spaces for children aged 2 – 4 years, per session. Consideration will be given to the number and age of children on roll per cohort, along with the individual needs of the children and families. Spaces will usually be offered to join at specific starting points in September, November and January. If spaces become available during the Summer Term, an additional starting point that term may be agreed, at the Manager's discretion.

1. On initial enquiry via phone, email or the BCPS website, parents are invited to visit, usually during a morning session. The Pre-School Manager will show prospective parents around the setting, provide an overview of our setting ethos, educational philosophy, and answer any questions.
2. At the end of the visit, if BCPS is able to accommodate a place for a child, parents are invited to return an Enrolment Form and Administration Fee of £30.
3. If we are unable to offer a place for a child, parents are invited to return an Enrolment Form without an Administration Fee so that the child can be placed on a Waiting List, the £30 is then payable on receipt of an offer of a place. Administration Fees will be refunded to parents, within 4 weeks of their child's start date at BCPS, for children who go straight into funding and do not exceed their total number of funded hours, i.e. 15 or 30 hours. Parents will also be given the option to donate the fee to the Pre-School.
4. BCPS will confirm receipt of the Enrolment Form via email. Pre-School and Waiting List places will usually be offered on a first come, first served basis, in accordance with the confirmed receipt date. Except in exceptional circumstances (eg. emergency placement via Surrey County Council), Pre-School places will not be held pending receipt of forms and payment. In most cases, confirmation of the start date and session allocation will be provided by BCPS in writing no later than half a term prior to the start date.
5. All children are invited to attend a Settling In session and offered a Home Visit, providing an opportunity to meet their Key Person prior to starting at BCPS

If there is an equal claim to a place on the above basis, then we would consider the following priorities:

- If a child is FEET Funded
- Whether siblings currently or previously attended the Pre-School

Allocation of sessions

BCPS runs 5 session options:

AM	08:45 – 11:45 (3 hours)
AM with lunch	08:45 – 12:30 (3.75 hours)
All Day	08:45 – 15:00 (6.25 hours)
PM with lunch	11:45 – 15:00 (3.25 hours)
PM	12:30 – 15:00 (2.5 hours)

Commented [LB2]: Can I see the figures re up take of the different sessions please. Interested to see how many children in each session.

Are you running at full capacity?

- Children are required to attend a minimum of 2 sessions over 2 days.
- We cannot guarantee to hold places for children should a parent wish to defer the start date for their child.
- We cannot guarantee to satisfy all requests for sessions.
- Priority will be given to children who already attend BCPS in the event that all preferred sessions cannot be accommodated.

Changes to sessions

Parents are required to notify the Pre-School in writing, giving half a term's notice, should they wish to change their child's sessions or no longer require their place. Requests to change sessions will incur a £10 Administration Fee and parents may be liable for half a term's fees if they do not provide sufficient notice. This fee will not apply if you are increasing your child's sessions.

Bagshot Community Pre-School reserves the right to change this procedure where appropriate.

This policy was adopted by	Bagshot Community Pre-School
On	7/1/19
Date to be reviewed	7/1/20
Signed on behalf of the provider	
Name of signatory	
Role of signatory (e.g. chair, director or owner)	

Further resources

Seasonal Hello Posters (Pre-school Learning Alliance 2006)
Provider Agreement 2019-2020 (Surrey County Council 2019)