



## Admissions Policy

### 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.

### Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- 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.
- Rolleston Pre-School can accept children between the age of 2  $\frac{3}{4}$  and 4 years old. Pre-School children can accept a maximum of 10 sessions a week. “Early Starters” may attend up to 5 afternoon sessions in their first year.
- We arrange our waiting list in birth order. In addition, our policy may take into account:
  1. Children registered at John of Rolleston Primary School will be given priority.
  2. Children moving into the local area who are 4 years old will be given a priority.
  3. Children in care will be given priority.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- 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 monitor the gender

and ethnic background of children joining the group to ensure that our intake is representative of social diversity.

### **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 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](http://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.

All parents are given a starter pack before their child starts Pre-School outlining information required for admission.

- 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 on the Registration 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 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.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

We need to have a copy of the child's full birth certificate.

A daily attendance register will be completed as children arrive and leave, this is essential for safety and for use in fire drills and other emergencies.

You can contact Pre-School to register your child either by post at Rolleston Pre-School, School Lane, Rolleston-on-Dove, Burton on Trent, DE13 9AQ, by telephone 01283 247523, via email [rollestonpreschool@gmail.com](mailto:rollestonpreschool@gmail.com) or by visiting our website [www.rollestonpreschool.co.uk](http://www.rollestonpreschool.co.uk).

***Should you have any complaints or grievances concerning this policy please bring the matter to our attention by following the procedures detailed in our Complaints Policy.***

This policy was adopted at a meeting of Rolleston Pre-School

Held on

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Signed on behalf of the Management Committee

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Role of Signatory

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