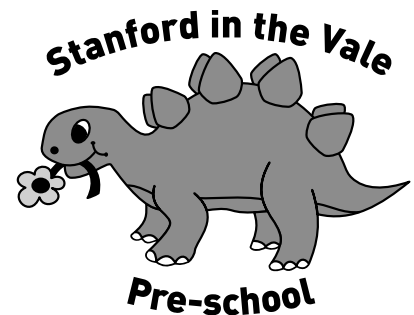


Recreation Ground
Huntersfield
Stanford in the Vale
Faringdon
Oxfordshire, SN7 8LR



4.1.1 - ADMISSIONS POLICY

Revised April 2019

Policy Statement

It is our intention to make Stanford in the Vale Pre-school accessible to children and families from all sections of the village and local community through an open, fair and clearly communicated admissions procedure.

- We encourage positive regard for and the understanding of, difference whether gender, family structure, class, background, religion, disability, 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 welcome fathers, mothers and other relations and carers, including child-minders.
- We monitor the needs and background of children (including gender and ethnicity) joining our setting on the registration form, to ensure no unintentional discrimination is taking place and to ensure our intake is representative of social diversity.
- We make our equality and diversity policy known.

Procedures

- We operate a **Register of Interest list**, for parents/carers who are interested in their child attending Stanford Pre-school.
- We arrange our Register of Interest list in birth order. Children on the list are offered sessions, with priority given to those children starting school in the forthcoming September, followed by younger children who are eligible for funded entitlement. We will consider a limited number of two year old funded children on a case by case basis.
- The vicinity of the home to the setting will be taken into account
- All sessions offered to children on the Register of Interest (or already attending Stanford Pre-school) are done at the discretion of the **Manager, Enrolment Officer and Chairperson**.
- We will endeavour to accommodate emergency admissions if for example the child has a special educational need, is a Child at Risk/Child in Need or a Looked After Child.
- We try to be flexible about sessions requested wherever possible so as to accommodate the needs of individual families and children. However, **a minimum of two sessions must be taken by all children**.
- We regularly monitor attendance to ensure sessions are being adequately utilised. If poor attendance is noted, parents will be contacted to discuss the situation. Continued under use of a session may result in sessions being withdrawn at the discretion of the Manager and the Chairperson.
- We operate three intakes per year; in term 1 (September) term 3 (January) and term 5 (Easter), in line with Oxfordshire County Council term dates.
- We accept children to start at Stanford Pre-School as a 'rising 3 year old', if places are available. This means that the child is eligible to start with Stanford Pre-School the term they turn 3. See table below for details:

Registered as company limited by guarantee in England & Wales
Registered office: Recreation Ground, Huntersfield, Stanford in the Vale, Oxfordshire, SN7 8LR
Registered No: 7307359
Registered Charity No: 1137543
Ofsted No: EY419941

A child who turns three between 1 September & 31 December is eligible to start that September (Term 1)
A child who turns three between 1 January & 31 March is eligible to start that January (Term 3)
A child who turns three between 1 April & 31 st August is eligible to start that April (Term 5)

We operate a cut off date for registration, to allow adequate time for administration, as follows:

Cut off date for registration	Date/Term to Start
1 st June	September/ Term 1
1 st October	January/Term 3
1 st January	April/Term 5

- We endeavour to offer all children the universal 15 hours of funded sessions. Any extra sessions may be booked subject to availability. The extra sessions will be charged per session and an invoice will be issued.
- For those entitled to Extended Funding (30 Hours) we are currently able to offer a maximum of 6 sessions i.e. 18 hours per child per week, due to high numbers. We are continually reviewing our register and more sessions will be offered should they become available. This will then be reviewed prior to our next intake of children.

Enrolment Process

- We ask parents/carers to complete a **Pre-registration form** and return with a non-refundable £10 **registration fee**. This secures a place on our **Register of Interest** but does not guarantee the child's place at Pre-school. This is non-refundable unless we are unable to offer a place for your child.
- We encourage parents/carers to complete the enquiry form at the earliest opportunity to aid planning and where possible match session requests to session availability.
- When the enrolment secretary has received the enquiry form, the child's details will be put on the Register of Interest list and the parent/carer will be informed of this.
- We will contact the parent/carer to discuss their preferred session choices, approximately 3 months prior to the start of the term that their child is eligible to start.
- An enrolment pack will be sent out confirming the sessions offered. The enrolment pack will include several documents that will need completing and returning along with a non-refundable **Membership Fee** of £30 (*see Fees and Payment Policy*).
- These forms and the Membership Fee must be returned by the given cut-off date in order to secure a place. If forms are not handed in on time, Stanford Pre-school cannot guarantee a place and may have to defer the start date.
- The Membership Fee serves as acceptance of a place offered at Stanford Pre-school. It covers the cost of a Pre-school t-shirt and book bag for each child, as well as snacks and toiletries for the first academic year. Parents/carers of children staying for more than 1 year will be asked for a top-up membership fee of £10 when starting their 2nd year (*see Fees and Payment Policy*).

- All parents/carers must attend a '**Parent Induction**' session prior to the child starting at Stanford Pre-school. The Enrolment Secretary will communicate the time and date to all parents/carers.
- The Parent Induction evening marks the deadline for any changes to sessions for the forthcoming term. Any changes made after this date will incur an administration charge of £25.
- If parents/carers are unable to attend the induction evening date stated then another date can be arranged, by mutual agreement, but there is a £20 fee charged to cover the additional staffing costs to facilitate the meeting.
- All children must attend a '**Stay & Play**' session prior to starting at Stanford Pre-school. The Manager and Staff will confirm a child's start date. If notice to another setting is required, it is the parents/carers responsibility to inform us at the earliest opportunity
- The Manager and Staff withhold the right to delay a child's start date.
- Finance: Please refer to the Fees & Payments Policy for information governing the payment of fees.