

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



4.1.1 - ADMISSIONS POLICY

Revised May 2016

Statement of Intent

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

Procedures

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- Stanford Pre-school and its practices make it clear that it welcomes fathers, mothers and other relations and carers - including child-minders.
- Stanford Pre-school and its practices treats individuals, having regard to needs arising from gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equality and diversity policy known.
- We are 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.**
- It is expected that all children starting school in the following September will take a minimum of three sessions. In addition, where possible and subject to availability these children should attend for at least one full day by the time they get to terms 5 & 6 to help prepare for the transition up to primary school. This full day will include taking in a packed lunch which is eaten along with their Stanford Pre-school classmates.

We operate three intakes per year in terms 1, 3 and 5, in line with Oxfordshire County Council term dates.

- For children already in setting and where a need is identified; changes to session choices will be considered but cannot be guaranteed as are subject to availability
- We accept children to start and Stanford Pre-School as a 'rising 3 year old' (this means that the child is eligible to start with Stanford Pre-School the term they turn 3)
We will consider a limited number of two year old funded children on a case by case basis.
- We will endeavour to offer each child 5 funded sessions at Pre-School. Any extra sessions may be booked subject to availability. The extra sessions will be charged per session and an invoice will be issued. Currently we are only able to offer a maximum of 6 sessions per child per week.

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

- At any stage, should the Manager or Staff consider a child not to be settled at Stanford Pre-school, the Manager may, in confidential consultation with the Chairperson, arrange a meeting with the parents/carer to formulate a plan of action and potential solution. The situation may be reviewed at the discretion of the Manager and the Chairperson.
- Stanford Pre-school will use a point scoring system to assist in the admission process.
- Children on the Wait List are prioritised by date of birth and the points scoring system below..
- **All sessions offered to children on the Wait List (or already attending Stanford Pre-school) are done at the discretion of the Manager, Enrolment Officer and Chairperson.** 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.

Wait List Scoring System

Child with Special Educational Needs, Child at risk or in need or looked after children	Yes	50
	No	0
Child living in Stanford Parish (this includes Stanford in the Vale, Goosey and Hatford)	Yes	100
	No	0
Siblings currently attending Stanford Pre-school or Stanford in the Vale Primary School	Yes	10
	No	0
Time on Wait List		10 points per term

Enrolment Process

- We encourage parents/carers to specify their intentions in relation to enrolment at the earliest opportunity to enable toward planning and where possible match session requests to session availability.
- We operate a cut-off date for enrolment, which is usually 5 weeks before the end of the term preceding the three main intake terms allowing time for the administrative requirements of the Manager, Deputy Manager and Enrolment Secretary..
- If a parent/carer has missed the enrolment deadline, Stanford Pre-school cannot guarantee a place for the requested term and the child may be put onto the Wait List.
- The Enrolment Form, Enrolment Fee and all supporting paperwork must be handed in by the deadline stated by the Enrolment Secretary for a place to be offered. If forms are not handed in on time Stanford Pre-school cannot guarantee a place and may have to defer the start date
- A non-refundable Enrolment Fee (*see Fees and Payment Policy*) for each child is required by the cut-off date to secure the place offered. The Enrolment Fee serves as acceptance of a place offered at Stanford Pre-school.
- 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.
- 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.
- Finance: For children who receive Early Years Funding (15 hours) – children who do not attend for 3 weeks without a Doctors certificate of fitness will be reported to Oxfordshire County Council Early Years Funding Team and funding will potentially be withdrawn. Please see Oxfordshire County Council website for details.

This policy was amended at a meeting of Stanford Pre-school held on 15th September 2016 and signed by:

Mrs Karin Williams-Cuss
Chairman
Stanford Pre-school

Signed on behalf of Stanford Pre-school: