



## Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

### **Admissions Policy**

#### **Links with Payment of Fees Policy**

2018 Version (1of 2)

#### **Statement of Intent**

We intend to make our pre-school accessible to children and families from all sections of the local community.

#### **Aim**

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

#### **Methods**

In order to achieve this aim, we operate the following admissions policy.

- Ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
- Arrange our waiting list in order of date of birth.
- Give priority to children who live in the Parishes of Isleham and Chippenham.
- Welcome parent/s and carer/s from all cultural, ethnic, religious and social groups, with and without disabilities.
- Wherever possible provide sessions for each child as requested.
- We provide sessional, all day or all weekday slots in term time only.
- The minimum number of sessions is 2.

#### **Opening Times and calculation of Sessions/days – We are open from Monday –Friday during term time from 8.30am – 3.30pm during term time only.**

The timings are as follows:

- 1.morning session without lunch equates to 3.5 hours – collection time 12noon
- 2.morning session with lunch equates to 4 hours – collection time 12.30pm
- 3 afternoon session without lunch equates to 3 hours – starting at 12.30 and ending at 3.30pm
- 4.afternoon session with lunch equates to 3.5 hours – starting at ending at 3.30p.
- 5.A whole day works out at 7 hours

**Please note that each day between 8.30am and 8.40am in the morning and between 3.20pm and 3.30pm time is allocated to parents who want to chat everyday.**

#### **Allocation of sessions**

Sessions will be allocated according to the following priority:-

1. In date of birth order with the older children taking priority.
2. Remaining hours offered to those already attending.
3. Children who are 2 plus (from 2yrs and 6 months to 2yrs and 9 months) will be allocated sessions according to availability of space and staffing levels.

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The Pre-school staff and committee will ensure that parents/carer/s are encouraged to be positively involved in the setting and parents/carer/s will be encouraged to take an active part in their child's development and play.

All families must complete our registration documents before admission.

This policy was reviewed at a meeting of the Pre-School held on.....

Reviewed.....Signed by the Chairperson/s.....

Date.....