



Admissions Policy and Procedure

Statement of Intent

Little Acorns Pre-School will provide a warm welcome and appropriate learning opportunity which is genuinely accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

Please see also the Equal Opportunities Policy

Procedure for the Admission of Children

Little Acorns Pre-School welcomes, and is inclusive of, all children regardless of special needs, language, culture or ethnicity.

- Little Acorns Pre-School is registered with Ofsted and accepts children from two years to five years.
- The waiting list is arranged in order of earliest to register.
- In the event of there being a waiting list, the following system will operate:
 - The child having been registered earliest will be offered a place in any sessions in which a space becomes available.
 - Following this the eldest child will be offered a place should one become available.
 - The next priority will be given to children with siblings attending Little Acorns Pre-School.
- We ensure that information about our setting is accessible, in written and spoken form. Where necessary, we will try to provide information in more than one language or through an interpreter.
- We describe our Pre-School and its practices in terms which make it clear that it welcomes parents, other relations and other carers; including child-minders.
- We ensure that families accessing our Pre-School understand that we do not discriminate against any individual, regardless of needs arising from their gender, Special Educational Needs and Disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We welcome all children and their families to our Pre-School and endeavour to ensure that appropriate provision is made to cater for their needs.
- Admission for children with Special Educational Needs and Disabilities (SEND) is covered in our SEND Policy.
- We are flexible about our attendance patterns to accommodate the needs of individual children and families.
- It is a statutory requirement under the Children Act 1989 that a Registration Form be completed; this will be confidential.



- All parents will be asked to complete a Registration Form on registering their child with the Pre-School. If the child is not offered a place at the time of registration, the form will be kept in a waiting list file in a secure filing cabinet until such time as an offer of a place in our Pre-School can be made.
- An invitation will be given to parent/carers and children to visit the setting and attend 'settling in' sessions prior to their child starting the setting. See 'Settling-in' Policy.
- A Key Person will be assigned to the child and the family; this Key Person will meet the child during the settling-in sessions.
- Free entitlement to early years provision of fifteen hours will be offered to three year olds the term after their third birthday; subject to spaces. Information with address, date of birth, additional needs, and ethnicity will be recorded and submitted to the Local Authority in order to claim funding.
- Little Acorns Pre-School is also a 24U Provider; providing fifteen hours funding for eligible two year olds. Families will be asked to speak to the Pre-School Leader for eligibility details.
- Little Acorns fees are £3.90 per hour, this also applies if children are absent due to illness or holidays.
- Whilst every effort will be made to give parents choice regarding the number and days of sessions, the final decision will rest with the Pre-School Leader.
- When a child starts at Little Acorns Pre-School a prospectus and registration form will be given to parents which they will complete. These are documents explaining information for parents regarding the setting; it also contains permission slips and relevant policies and procedures for parents to sign.
- Parents are required to notify the Pre-School Leader of any circumstances relating to the health and safety of their child whilst in our setting. Such circumstances would include special dietary requirements, allergies, medical conditions, the need for medication, the identification of any one not permitted access to their child, etc. It is important that the Pre-School Leader and the child's Key Person are aware of these conditions in order that an appropriate response can be made if necessary in the case of an emergency. Parents will be required to discuss their child's needs and a risk assessment carried out and agreed between the Pre-School and the parent before a child is admitted. All information will remain strictly confidential.

Withdrawing a Child's Place

Under no circumstances will Little Acorns Pre-School tolerate abuse towards staff, committee members and volunteers. Where incidents of abuse or threatening behaviour occur, the manager and committee will work together to support staff and risk assessments put in place to protect staff and children. At this stage it will be made



clear that this behaviour will not be accepted and their child's Pre-School place will be at risk.

If this behaviour continues, despite the efforts to support staff and the family, a letter will be sent to parents/carers to inform them their child's place will be terminated with immediate effect.

A child's place may also be withdrawn if fees are not paid despite support and payment plans put in place. Families are always encouraged to speak to Pre-School staff if they have difficulties paying their invoice. Please see Payment Policy for Non-Funded Sessions.

In case of Pre-School group sizes being limited due to Covid-19 local or national lockdown, or staff shortage due to illness, self-isolation or quarantine, the following admissions procedure will be followed. Priority will be given to vulnerable children (including child protection, looked after children and SEN), followed by; children of key worker parents who cannot be safely cared for at home, then oldest children, with any remaining places being offered to all other children already on the Little Acorns register. Any new children, or children who need to be offered a place from another Pre-School or nursery will be discussed on an individual basis, depending on their level of need (ongoing 2021-2022)

This policy was adopted at a meeting of Little Acorns @ Our Lady & St Oswald's Pre School held on (Date).....

Signed on behalf of management committee.....

Role of signatory.....

Term to be reviewed.....