

PRE-SCHOOL ADMISSIONS

A STATEMENT OF POLICY

Approved by	
Portfolio	
Approved on	
Review date	
Review Cycle	
Ratified at FGM	

Signed _____ Date _____

Policy Statement

It is our intention to make our settings 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 either Little Explorers or Little Stars through open, fair and clearly communicated procedures, regardless of race, gender, colour or creed. We aim to ensure that all sections of our community have access to the preschool through open, fair and clearly communicated procedures.

The Ethos of our Preschools

Together for a Brighter Future

We value and respect everyone within an atmosphere of Christian love. Our welcoming community builds strong relationships and is dedicated to supporting everyone to flourish academically, emotionally, socially and culturally through an excellent and engaging curriculum.

Little Explorers & Little Stars are based in the grounds of two Primary Schools both based in vibrant communities in the west of the Isle of Wight.

Our warm and caring ethos supports and develops our children to become confident, caring and successful individuals. Setting them up with the skills and values that they will need to achieve their full potential now and throughout their lives.

Visits

We welcome visits from parents and children who are considering applying for a place at our setting. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at either of our settings. If you would like to visit our preschools, please telephone us to make an appointment.

How to apply for a place

To apply for a place at our settings, you should use our Registration Form Little Explorers & Little Stars these can be obtained by contacting Little Explorers on 760269 & Little Stars on 760345 or printed from our website.

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 and provided in written and spoken form.
- We will provide translated written materials where language needs of families suggest this is required, as well as access to google translate. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- We endeavour to keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We welcome all those with parental responsibilities, including child-minders into our setting.
- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents/carers with disabilities to take part in the life of the setting.
- We make Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.

Charging and Pattern of Attendance

There is no charge for applying for an early year's place at either of our settings, for admission or for the provision of education. We will not request donations before or during the admission process and any donations made to either preschools following admission are entirely voluntary. No activities such as visits are compulsory. Please see our Preschool Charging Policy for more information.

Session times

To allow for greater flexibility, both Little Explorers and Little Stars are open as follows:

Little Explorers – 8 am – 5 pm, Monday to Thursday, & 8am – 4pm Friday for 50 weeks per year subject to demand.

Little Stars - 8.45 am – 3 pm, Monday to Friday, term time only, with an additional holiday club open if there is demand for it.

Parents only wishing to use their 15 funded hours can do so within the setting's operating hours. Details of buying additional sessions or hours are set out in the charging policy.

Waiting lists

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will spaces be prioritised according to the over subscription criteria below:

Little Explorers over subscription process

Little Explorers operate a waiting list. An indication of hours and/or days required for the child will be required.

Little Explorers arrange their waiting list in order of application date for both the Foundation Stage and the Birth to Three rooms. Spaces cannot be reserved. In addition, our policy may consider the following:

- The number of hours required per week
- The vicinity of the home to the setting
- Siblings already attending the setting and siblings already attending Shalfleet CE Primary School

Little Stars over subscription process

Little Stars arrange their waiting lists in birth order. In addition, our policy may consider the following:

- The vicinity of the home to the setting and
- Siblings already attending the setting or Yarmouth CE Primary School

Waiting lists will be kept and should a space become available, a place will be offered.

If parents choose to leave one setting (after the census or headcount week) where they have been funded for some of the 15-hour or 30-hour (from April 2024) entitlement and then apply to attend our setting instead – the setting where the child was initially funded will be contacted in order to obtain the Early Years Entitlement Funding for the remainder of the term.

We must admit the child (providing we have space) but we will not receive funding, from IOW County Council, for your child until the start of the following term. Parents will not be charged for the hours accessed with us if it is within their child's funding entitlement. Only those hours over and above the entitlement will be charged.

Increasing the Hours Attended

If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to the child/children on the waiting list. If the parents on the waiting list do not want the places at the times that are available then the places can be offered to parents of children who are already attending the preschool.

Similarly, if there is not a waiting list and there are parents of children that already attend our setting who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made and the oversubscription criteria will be applied to determine who should be given priority for that place.

Uniform

Children attending either setting are not expected to wear a uniform but please don't send children in wearing special clothes as we provide messy activities & experiences on a daily basis

Changes to Attendance

Changes to the times when a child is attending will only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to determine within each group which children should be given priority.

Order of priority for the consideration of unfilled places:

- New applications from parents whose children do not yet attend.
- Requests by parents whose children already attend our setting and they would like to increase or change the times their child attends.

It is expected that parents will ensure that their child will attend at the times agreed on the Parent Contract so that children can establish a routine and be ready to start school.

If your child is sick you must inform the school. If your child does not attend the setting for a period of more than two weeks without informing the setting, your child's place may be offered to another child.

GDPR

This policy follows GDPR (General Data Protection Regulations) May 2018. Both Little Explorers and Little Stars Preschools are committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.