

King's Cliffe Endowed School Pre-School



ADMISSIONS POLICY

MAY 2019

REVIEW DATE - MAY 2020

Kings Cliffe Endowed Primary School

Pre-School Admissions Policy

Date reviewed by Governing Body: 20/05/19

Chair of Governor Signature: _____

Date for next review: May 2020

Policy Statement

It is our intention to make our Pre-School accessible to and inclusive of children and families from all sections of the local community through open and fair procedures.

Key Facts

- The academic year is from 1st September to 31st August.
- The Pre-school provides care for children aged 2 years to almost 5
- When we refer to the 'Pre-School Year' this is the year before school; the child will turn 4 during this academic year.
- When we refer to the 'Younger Children' we are referring to children in the year before this, aged 2 years to almost 4; the child will turn 3 during this academic year.

Procedures

- We will ensure that the existence of the pre-school is widely known in the local community by placing notices advertising the pre-school in places where all sectors of the community can see them.
- We will ensure that the information about our setting is accessible and provided in written and spoken form. Where necessary and if possible we will provide translated written materials in different languages.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders. We are inclusive of all individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We are flexible about attendance patterns so as to accommodate the needs of individual children and families. We recommend that a child in the younger group attend a minimum of 2 sessions on 2 different days as we feel this most benefits the child's ability to form relationships and settle into the group. We are not able to offer day time naps.



Admissions

We arrange our waiting list on a date of registration basis, within each school year, with priority given to the Pre-School Year.

In addition our policy may take into account the following:

- Particular circumstances affecting the family
- Referrals from outside agencies
- Siblings already attending the Pre-school
- The balance of the group as a whole; and
- The vicinity of the home to the Pre-School

The total number of spaces and sessions available for the Younger Children age group will be determined by demand for our pre-school places and staff ratios.

Allocation of Places

Places are allocated in the following order:

1. Each term, just before half term break children already attending the Pre-School will be offered additional sessions for the following term.
2. Following this, children who have registered with the Pre-School will be offered sessions on a first come first serve basis.
3. We then offer places to children that are in receipt of two year old funding on the same first come first serve basis.
4. Finally we offer places to children who will turn 2 years old by the start of the next term.

Lunch

If a child is staying all day, they should bring their own healthy packed lunch where they, along with the Pre-School staff, will join the rest of the school in the main hall.

Registration

Parents may register their interest in the Pre-School at any time. Information and a registration form are available from the Pre-School, the school office, by emailing katy.evans@kingscliffeschool.co.uk or by phoning 01780 470259.

Emails or letters to families, offering places for their children will be sent out according to the child's place on the waiting list. Any offer requires a response from the family, either accepting or declining the place, by a deadline. The administrator will attempt to make one phone call to the family, if no written response is received within 48 hours of the deadline, regardless of whether the administrator has managed to contact the family, the child's place on the waiting list may be forfeited.

School Admission

Please note that admission to King's Cliffe Endowed Pre-School does not in any way increase a child's chances of admission to King's Cliffe Endowed Primary School, whose admissions policy is administered by Northamptonshire County Council.

