



## Admissions Policy and Procedures

Pulborough Village Pre-School is open to all children and families.

We aim to ensure that all have access to the Pre-School through open, fair and clearly communicated procedures.

- We ensure that the Pre-School is widely advertised in places accessible to all,
- We arrange our waiting list in birth order. In addition our policy may take into account the following - siblings who already attend the setting, length of time on the waiting list, whether a child is attending any other setting.
- Children are admitted from the age of 2 years, dependent upon availability of spaces and the readiness of the individual child to stay happily within the setting.
- Children are normally offered two sessions per week to begin with (older children may be offered more sessions depending on availability),
- We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We will fully liaise with parents and professionals to ensure that it would be in the child's best interest to attend the setting,
- Parents must complete a Booking Form in order to place their child on the waiting list,
- We will contact parents the term before their child is due to start. Parents are encouraged to attend a familiarisation visit with their child shortly before starting,
- We operate a flexible admissions procedure and will discuss with parents a 'Settling In' plan that is suitable for their child; parents will be encouraged to stay with their child for the first few sessions if staff/parents feel this will help,
- Free Entitlement is available for eligible 2 year olds, and 3-4 year olds, Extended Free Entitlement and Tax Free Childcare,
- If your child leaves our setting (other than moving on to school) or wishes to reduce the number of sessions attending, parents must give 1 month written notice and fees will be payable until that date,
- Our Equal Opportunities Policy is included in the Welcome Pack and is available on request,
- Parents are required to read our **Fees Policy** and to comply with it,
- We are flexible about attendance patterns and wherever possible accommodate the needs of the individual children and their families. The Free Entitlement funding rules state that *"I understand my child could lose their funded place if they do not attend regularly without a reason being provided for their absence."* Therefore, if your child has not attended regularly they may lose their Free Entitlement Funding.