

## Admissions Policy

This policy and associated procedures were adopted by Chelford Village Preschool on October 30th 2023.

Date of last review: 30<sup>th</sup> October 2023

Date of next review: 30<sup>th</sup> October 2024

Version: 1.0

Version Control Table

Version	Date Reviewed	Reviewed By	Comments
1.0	30 <sup>th</sup> October 2023	Katherine Bones	New Policy Adopted

## **Admissions Policy**

### **Purpose**

Policy Statement It is our intention to make our pre-school accessible to children and families from all sections of the local community regardless of ethnicity, gender, special education needs, disabilities, background, religion or competence in spoken English.

### **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 is accessible using simple plain English, in spoken or written form.
- We describe our pre-school and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers including childminders.
- We describe our pre-school and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our pre-school and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

### **Admissions**

- We can admit children at any time from the start of the term following their second birthday, up to their fifth birthday.
- Generally, our admission of new children takes place at the beginning of each school term.
- There is no charge made or deposit taken for applying for a place at our setting.
- We require children to attend for a minimum of two sessions a week.

Our Session Times are as stated in the table below:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session	9.15am - 12.15pm				
Extra Lunch Session*	12.15pm - 1.15pm				
Afternoon Session	12.15pm - 3.15pm				

**Extra Lunch Session\***

Please note that the option of an extended lunch hour may not always be available, as it depends on child numbers.

**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 our setting. If you would like to visit our Pre-School, you should contact us to make an appointment.

**How to apply for a place**

To apply for a place at our setting you should use our Application Form. The form is available by request from the Pre-School, and is also available to download from our website.

Once we receive your completed application form, children will be added to the admissions list, which is arranged in the order we receive the applications. Completed application forms must be received within the admissions timescales.

**Admissions Timescales**

<b>Admissions starting in:</b>	<b>Application Form must be received by:</b>	<b>Parents will receive confirmation of place/sessions allocated by:</b>
Start of Autumn term - September	End of Spring term (March)	Before Summer Half Term
Start of Spring term - January	End of Summer term (July)	Before Autumn Half Term
Start of Summer term - April	End of Autumn term (December)	Before Spring Half Term

- After the application form deadline has passed, we begin to allocate sessions according to the admissions list, and offer places to new children wishing to join at the start of the following term.
- Where there are more applications than there are places available the Committee will prioritise applications according to the oversubscription criteria below:
  1. Children living in the catchment area for Chelford Primary School, Peover Superior Primary School, or those who have siblings who currently attend Chelford Village Preschool.
  2. On a first come first served basis/length of time on the admissions list.
- When allocating sessions, preference may be given to children taking a whole day over those requiring just a half day.

- We will contact successful parents within the admissions timescales above, to advise them of their place, welcome them to the pre-school and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another setting.

**Continuing or making changes to existing sessions**

- We guarantee that children will be able to keep their existing sessions into each subsequent term. Parents will automatically be reallocated their existing sessions at the start of each term, and do not need to do anything to ensure that this happens.
- **Please note that half a terms notice will be required for cancellation of sessions.**
- Where parents require a change or increase to their existing sessions they are advised to complete and return a session booking form at their earliest opportunity.
- Generally, any increases or changes to children’s sessions will take effect from the start of each term
- Requests from existing children will be considered **after any new admissions** have been allocated, and confirmed within the timescales below:

Requests to change/increase sessions from the start of the Autumn Term (September) will be considered after the Summer half term break, and any changes will be confirmed before the end of the Summer Term.

Requests to change/increase sessions from the start of the Spring Term (January) will be considered after the Autumn half term break, and any changes will be confirmed before the end of the Autumn Term.

Requests to changes/increases sessions from the start of the Summer Term (April) will be considered after the Spring half term break, and any changes will be confirmed before the end of the Spring Term.

- Where there is limited availability for children to change or increase their sessions, the Committee will prioritise requests on a first come first served basis, giving priority to the parents who notified us of their request earlier.
- When allocating sessions, preference may also be given to children taking a whole day over those requiring just a half day.
- Once we have emailed any confirmation of changes to sessions, our notice period as outlined in our Fees Policy, will come into effect, and we will require half a term’s notice for any change to your confirmed hours, or should your child leave the setting.

**See Appendix A - Process for allocation of place/session**

### **Information provided on application**

We would like all applications to be fully and honestly completed. It is important that where we offer a place to some and refuse others we do so fairly and consistently. Where we have reason to believe that information provided is knowingly false, or where there is doubt over a parent's intent to take up a place, we reserve the right to withdraw any offer of sessions or place.

### **Priority Admissions**

- Where possible we will keep a space available for priority admissions.
- We reserve the right to consider applications for Priority Admission over our normal Admissions List.
- Priority Admissions follow a recommendation from an appropriate professional (for example a GP, Health Visitor, Social Worker or Speech Therapist) that entry to the preschool would be of real benefit to the child concerned.

### **Free Early Education Entitlement Funding**

- We accept 2 Year Old Funding, Universal and Extended Hours Funding.
- Extended funding hours are only available with a verified eligibility code. It is the parents / carer's responsibility to re-confirm eligibility code every 3 months.
- In order to claim their Free Funded Hours, Parents will need to complete a Funding Declaration Form before the start of each term. We will notify parents when this needs to happen and ensure that parents have been given a copy of the form to complete and sign. Declaration forms will be made available from preschool, or to download from our website.
- Parents will be notified of the exact date of the deadline for completing and returning their Free Early Education Entitlement Declaration forms, and we will endeavour to send sufficient reminders to parents of approaching deadlines. However, the responsibility to complete and return the FEEE Declaration form before the deadline is ultimately with the parents.
- Extended Hour Funding can only be offered where there is session space available.

Please view our Fees Policy for further details. Alternatively, for further information regarding funding please visit:

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)



Cheshire East – Free Childcare for 3-4 Year Olds

<https://www.cheshireeast.gov.uk/livewell/looking-after-someone/childcare/free-early-education-feee-3-4yr-olds.aspx>

Cheshire East – Free Childcare for 2 Year Olds

<https://www.cheshireeast.gov.uk/livewell/looking-after-someone/childcare/free-early-education-feee-2yr-old.aspx>

Appendix A - Process for allocation of place/session

<p><b>1, Children who already attend will automatically be reallocated their current sessions at the start of each term</b></p>	<p>Parents will automatically be reallocated their current sessions, and do not need to do anything to ensure that this happens.</p>
	<p><u>New Admissions</u></p> <p>Completed application forms must be returned before the relevant deadline according to the application timescales (see table below).</p> <p>If there are fewer applications than places then no application will be refused.</p>
<p><b>2, New Admissions allocated</b></p>	<p>Where there are more applications than there are places available, the Committee will prioritise applications according to the oversubscription criteria below:</p> <ol style="list-style-type: none"> <li>1. Children living in the catchment area for Chelford Primary School, Peover Superior Primary School, or those who have siblings who currently attend Chelford Village Preschool.</li> <li>2. The order in which we received the application form. (First come first served)</li> <li>3. Application received after the relevant deadline.</li> </ol> <p>We will contact successful parents within the admissions timescales, to let them know if they have been allocated a place, to welcome them to the pre-school and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another setting.</p>
	<p><u>Changes or increase to sessions</u></p> <p>Where parents require a change or increase to their existing sessions they must complete and return a session booking form at the earliest opportunity, and within the admission timescales.</p> <p>In the case of our session availability being oversubscribed, places will be allocated to parents who first requested the changes or increase to sessions. (Consideration however will also be given to children who live within the catchment area)</p> <p><b>Please note that half a terms notice will be required for cancellation of sessions.</b></p>
<p><b>3, Following the above allocation of places, any remaining sessions will be made available to children who wish to increase or change their current sessions.</b></p>	<p><u>Changes or increase to sessions</u></p> <p>Where parents require a change or increase to their existing sessions they must complete and return a session booking form at the earliest opportunity, and within the admission timescales.</p> <p>In the case of our session availability being oversubscribed, places will be allocated to parents who first requested the changes or increase to sessions. (Consideration however will also be given to children who live within the catchment area)</p> <p><b>Please note that half a terms notice will be required for cancellation of sessions.</b></p>