

## Whiteley Preschool Admissions Policy



Whiteley Preschool will ensure that we are accessible to all families and children from all sections of the local community regardless of all protected characteristics for 38 weeks of the academic year. We aim to ensure that all sections of our community have access to the preschool through open, fair, and clearly communicated procedures.

We will achieve this by: -

- Ensuring all information about the preschool is accessible to the community.
- Allowing children to attend preschool from the day they turn 2 years 6 months if spaces allow.
- Offering parents 3 intakes during the academic year. These will be in September, January, and April; spaces are limited for the January and April intakes.
- Arranging our waiting list on a first come, first served basis, after the priority list has been exhausted.
- Prioritising admissions to children who have special educational needs, receive two-year-old funding, pupil premium funding or who are looked after or newly adopted.
- Welcoming mothers, fathers, other relations, and carers into the preschool setting.
- Welcoming all individuals regardless of their gender, special education needs, disabilities, background, religious beliefs, and ethnicity.
- Including children with disabilities and enabling them to participate in the life of the preschool.
- Monitoring the gender and ethnic background of children joining the group to ensure no accidental discrimination is taking place.
- Ensuring our equality and diversity policy is readily available and promoted within the preschool.

An admission fee of £35.00 is to be paid to Whiteley Preschool when registering your child once a place has been confirmed. This cost includes a drawstring bag which will be issued to you within your first week of starting. All new parents must register their child's details on Early Years Log before their child attends a settling in session.

All registered 3 and 4-year-olds are entitled to a free early education place for 570 hours a year over no fewer than 38 weeks of the year from the term after they turn. Our Pre-School accepts childcare vouchers e.g Sodexo Vouchers. If your employer has a different voucher scheme, please let us know and we can discuss your requirements.

### **Notice**

- We require a notice period of 6 weeks to change your sessions.
- We require 4 weeks' notice to terminate your contract.

Please refer to our payment policy.

Date reviewed: 24<sup>th</sup> April 2023

Signed.....Chairperson