

Hall Orchard Barrow CE Pre-School
ADMISSIONS AND ATTENDANCE POLICY
Adopted October 2024 Review October 2027

Statement of intent

It is our intention to make our pre-school accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions policy:

- We ensure that information about our pre-school is accessible.
- We arrange our waiting list in birth order. In addition our policy may take into account the following;
 - Siblings already attending the pre-school.
 - Length of time on the waiting list.
 - Whether a child is attending another pre-school.
- The pre-school is open to every family in the community.
- Hall Orchard Pre-School is a 32 place setting.
- Children are admitted after their 3rd birthday, dependent upon the availability of space. A child can remain with us until they are due to start full time education.
- We are unable to keep places open for those children with a spring or summer birthday. However, they are given priority should places become available and usually can have the sessions of their choice the following autumn.
- Children may attend our pre-school for as many sessions as available.
- We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We will liaise fully with parents and professionals to ensure that it would be in the child's best interests to attend the setting.
- Parents/carers are encouraged to visit with their child shortly before admission is due.
- Funding is available for children who are already 3 and 4 years old. Further information is available at [Check you're eligible for free childcare if you're working - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/check-youre-eligible-for-free-childcare-if-youre-working). If a child is to leave our setting before moving on to school, or to reduce the number of sessions attended, parents must give at least two weeks notice in writing.
- Our Equality and Diversity Policy is available on request.
- Our pre-school registration pack must be completed in order to request a place.
- We are flexible about attendance patterns and wherever possible accommodate the needs of individual children and families. The nursery education funding rules 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 half of their sessions in any half term period (usually 6 or 7 weeks) they will lose their place at the pre-school unless they have a valid reason (e.g. letter from doctor in the case of serious illness or holiday). If your child has not attended pre-school for 3 weeks without any explanation we reserve the right to offer their sessions to another child after contacting you and discussing the situation.