



Pre-school Admissions Policy

Reviewed by: Co-heads
Adopted by: Co-heads



Policy Statement

It is our intention to make West Down Pre-school accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existences of our setting is advertised in places accessible to all members of the community.
- We arrange our waiting list in reservation order. In addition our policy may take into account:
 - i. The vicinity of the home to the setting
 - ii. Siblings already attending setting
 - iii. If the child is or has been in the care of the local authority or known to social care
 - iv. If the children has 2getherfunding or is entitled to free school meals
 - Children may attend from when they are 2 and a half, depending on the availability of space.
 - Children may start pre-school at any point in the term through the school year.
 - There is no entitlement to a school place if your child attends West Down Pre-school. You will need to apply to admissions at Devon County Council.
 - We will hold a minimum of 2 places (of 15 hours) until 6 weeks before the start of each term. These places are reserved for children who have or have had 2together funding or who would be entitled to free school meals. If the places are unfilled after this time they will be available to any child.
 - We describe our setting and its practices in terms that make it clear it welcomes both fathers, mothers, other relations and carers, including childminders.
 - Parents/carers are encouraged to visit with their child before admission is due through attending free 'Stay & Play' sessions on a Thursday (during term time). Parents/ carers should be prepared to stay for one or two sessions until the child is settled. We operate a flexible admissions procedure and where appropriate children may attend for brief periods at first, gradually building to a full session.
 - We welcome children regardless of their gender, special education needs, disabilities, background, religion, ethnicity or competency in spoken English. We liaise fully with carers and professionals to ensure we meet the children's needs.
 - We are flexible about attendance patterns to accommodate the needs of individuals and their families (proving this does not disturb the pattern of continuity in the setting that provide stability for the other children).
 - We have adjusted our building to make it accessible to children and families with disabilities, and continue to review how we are meeting this aim, adapting where possible and reasonable on the advice of professionals or parents.
 - If a child is to leave the setting before moving on to school, or reduce the number of sessions they must give 4 weeks notice.
 - Please see the preschool section of the school website for further information:
<https://www.westberryfederation.org.uk/pre-school>