

**Admissions Policy**

Last reviewed: January 2023 to be reviewed by: January 2024

Responsible member of staff: ……………………………………….. Date: ……………………………….

Responsible member of committee: …………………………….. Date: ……………………………….

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| A unique child | Positive  Relationships | Enabling  Environment | Learning and development |
| Inclusive practice | Respecting each other | Learning environment  Wider context | Personal, Social & Emotional Development |

We aim to make our Pre-school accessible to and inclusive of children and families from all sections of the local community through open and fair procedures.

**Key Facts**

In Epsom, an academic year is from 1st September to 31st August. Children usually start Primary School Reception Class in the September of the academic year in which they turn 5.

Langley Vale Pre-School provides care for children aged 2 years 6 months to almost 5.

When we refer to the ‘Pre-School year’ this is the year before school; the child will turn 4 during this academic year.

When we refer to the ‘younger children’ we are referring to children in the year before this, aged 2 years 6 months to almost 4; the child will turn 3 during this academic year.

**Funded Early Education for 3, and 4, year olds** (Universal hours) is provided from the Government via Surrey County Council. Every child is eligible for up to 15 hours funded per week for 38 weeks a year from the term after their child turns 3.

**Most working parents** of 3, and 4, year olds are eligible for an extra 15 hours of funded childcare a week, term time. Added to their current universal hours entitlement of 15 hours Funded Early Education for 3, and 4, year olds, this means that their entitlement will increase to a total of 30 hours a week, term time (or 1140 hours over a year).

We take children who are eligible for Funded 2’s free places (feet funding and Pupil premium). Families can find out if their child is eligible for funding on the Surrey County Council website and we also ask parents key questions on our application form to see if they meet criteria for funding.

At Langley Vale Pre-School a child may book up to 15 hours. A child in the younger group starts with 2 or 3 sessions (of 3 hours each) and can book more hours if available when they turn 3.

By government policy, you can share your universal hours between two settings (which can mean Langley Vale Pre-School and another Pre-School, day nursery, maintained nursery school or class, or registered childminder)

**Methods**

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

1. We advertise the Pre-School widely in places accessible to all sections of the community including via the Surrey Childcare Information Network and work in partnership with our families to ask them to help distribute information to other groups that they attend. Where appropriate, we ask these families to explain what we offer to these groups, perhaps in their own language.

2. We aim to make information about our Pre-School accessible in written and spoken form and, if possible and requested, in different languages. We request the help of our current staff and families in translation or interpretation where possible.

3. We are sympathetic to the need for emergency admissions (referred via social care or health visitor where appropriate) if we have space available.

4. Our Pre-School and its practices are described in inclusive terms to make it clear that we welcome both fathers and mothers, other relations and other carers, including childminders, and also how we treat individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

5. We have disabled access to our main hall but access to garden would need to be looked at if we had a child who needed wheel chair access. We rent our hall so make the most of what we have. We try our best 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.

6. We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

7. Our British Values policy is available in paper form in the setting and online through our website and is brought to the attention of all new staff, volunteers and committee starting at Langley Vale Pre-School.

8. We consult with families about the opening times of the Pre-School and, as far as is practical and in the interests of the children, we are flexible about attendance patterns in order to accommodate the needs of individual families, for example in the number and combination of days they attend each week.

**Pre-School Admissions**

(children who will turn 4 during the academic year)

1. We arrange our waiting list on a date of registration basis, within each school year. This provides a balance with other local nurseries which may take a ‘date of birth’ policy.

2. In addition our policy may take into account the following:  particular circumstances affecting the family  referrals from outside agencies  siblings previously or already attending the Pre-School.  the vicinity of the home to the Pre-School.

3. Parents are asked to specify preferred days and hours and give reasons if appropriate.

4. We follow a similar admissions procedure as above for the younger children, but it is adapted to take into account dates of birth as we do not accept children under 2 years 6 months. It also takes into account how long children have been on the waiting list. Places for these younger children are limited due to ratios and room size.

5. The total number of spaces and sessions available for this age group will be determined on an annual basis according to the extent of demand for our Pre-School places.

6. Children will normally start at Pre-School at the start of each term. We believe this makes settling in easier for all children. Exceptions can be made by the manager if there is a special need from a family or if there are spaces left e.g. for a child with an April birthday if there are still spaces by February half term.

7. Subject to demand, Pre-School reserves the right to limit the initial hours offered to children below the universal age to at most 3 sessions. Families can choose to add more hours later in the year if there is space, but Langley Vale Pre-School does not guarantee to supply these hours. The 15 hours can be shared with a second setting/childminder.

These procedures are subject to review on an annual basis and parents will be informed of significant adjustments.

**Older Children**

Langley Vale Pre-School is registered to take children up to the age of 5. According to government policy, at the management’s discretion in consultation with parents and supporting professionals where appropriate, we may accept a child who could otherwise start Reception in September for up to a full-time position until their 5th birthday.

**Notification**

Parents may register their interest in a place at Langley Vale Pre-School at any time. There is a non-refundable administration fee of £25 for this service which may be waived if you are unable to pay due to your financial circumstances; please contact the manager if this is the case.

**Information and registering an interest**

Application forms are available from Pre-School or on our website, by email or by phoning. The administrator aims to acknowledge receipt of the registering an Application form within two weeks (during term-time). This is not a commitment to either take or to offer a place, but simply places the child’s name on the waiting list.

Emails or letters to families, either offering or refusing places for their children, will be sent out according to the child’s place on our list. Please note that Langley Vale Pre-School priority is to provide Universal Funded places. There is no appeal process and the management’s decision is final.

Any offer requires a response from the family, either accepting or declining the place, by a deadline. Offers will be made by email where possible. If no response is received by the deadline, the administrator will attempt to make one phone call to the family. If no written response is received within 48 hours of the deadline, regardless of whether the administrator has managed to contact the family, the child’s place on the waiting list may be forfeited.

Any family applying after the deadlines above will be offered places according to availability.

**Waiting Lists**

 We cannot hold spaces (for example for a summer birthday). We do not allow families to pay to hold spaces because this discriminates against those who cannot pay. Not getting a place in the younger year due to having a later birthday does not affect Pre-School entry, which is based on date of registration and not date of birth except in that the children are all in their year before school.  We will not discuss another family’s registration with other families.  The management and administrator make every effort to be fair and to accommodate as many children and their families’ wishes and needs as possible and to inform them of decision promptly. Even so, it is not possible to satisfy everyone. In all cases, the management’s decision is final.

**School Admission**

Please note that Langley Vale Pre-School is an independent community Pre-School and a is member of the Pre-school Learning Alliance. We have good links with The Vale Primary School but are not a part of the school. Admission to Langley Vale Pre-School does not in any way increase a child’s chances of admission to The Vale Primary School, which has its own admissions policy. All parents/carers need to complete a separate application by early December in their child’s Pre-School year for a school place the following September; You can apply online September to 31st January.