



Amblecote Pre-school

Admissions Policy

It is our intention to make Amblecote Pre-school genuinely accessible to children and families from all sections of the local community. In order to accomplish this:

We run under Section 27 Community Powers within the Amblecote Primary schools site. Our priority is to give places to children aged 3 and over who qualify for the early education funding. Our waiting list is arranged in order of date of birth, not date of application, taking into account all other relevant priorities. (please see below)

We ensure that the existence of Amblecote Pre-school is widely known in all local communities.

Parents/carers and their child are warmly invited to view Amblecote Pre-school. If they wish to apply for a place at Amblecote Pre-school, they need to complete an application form which will be held on file. The Pre-school Manager will contact parents in the term before their child's intended admission date and the offer of a Pre-school place is made. An induction session is booked as is a home visit.

Further play sessions are booked after the induction and home visit which enables the child to meet all the staff, their new friends, explore the surroundings and for parents/carers to ask any further questions that may have arisen since the home visit.

Prior to admission all paperwork relating to the child must be completed by the parents/carers and shared with the child's Key Person. This includes full details of any support required for a child with a medical condition (please see separate policy).

Parents/carers are entitled to claim early education funding for 3 and 4 year olds.

Parents/carers do not have to accept all the sessions offered and have a choice to split them with another setting if they so wish. Fees may also be charged if a child exceeds their 15 hours of funding across different settings. The fees are reviewed annually. We aim to be flexible about attendance patterns so as to accommodate the needs of individual children and families. We do require that children attend the minimum of 2 sessions.

We have introduced some 30 hour places to accommodate the local communities' needs but this will be reviewed on a regular basis.

Amblecote Pre-school has a 24 place morning session and a 24 place afternoon session. Places are allocated as per the criteria below:

- 1. Children Looked After**
- 2. To children for whom the setting is the most suitable available setting to meet either the child's special educational needs or medical needs.**
- 3. For children who are currently at the setting (these children may want to move to a morning /afternoon session)**
- 4. For children who attend Amblecote Time for Two's (T4T's) provision**
- 5. For children accessing 30 hours (this is reviewed on a regular basis)**
- 6. To children who have a brother or sister already at Amblecote Primary school who will be attending the school at time of entry.**
- 7. DOB order**

Review Date: April 2019