



St. Michael's Pre-school

Policies and Procedures

10.2 Admissions

Policy statement

At St Michael's Pre-school it is our intention to make our setting 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.

Our setting is open and accessible to all members of the community.

- We provide a 38 week academic year (term time only)
- We base our Admissions Policy on a fair system.
- We do not discriminate against a child or their family in our service provision, including preventing their entry to our setting based on a protected characteristic as defined by the Equality Act (2010). ▪ We provide information in clear, concise language, whether in spoken or written form and provide information in other languages in conjunction with external agencies.
- We make reasonable adjustments to ensure that disabled children can participate successfully in the services and in the curriculum offered by the setting.
- We take action against any discriminatory, harassing or victimising behaviour by our staff, volunteers or parents/carers whether by:
 - direct discrimination – someone is treated less favourably because of a protected characteristic e.g. preventing families of a specific ethnic group from using the service;
 - indirect discrimination – someone is affected unfavourably by a general policy e.g. children must only speak English in the setting;

- discrimination arising from a disability – someone is treated less favourably because of something connected with their disability e.g. a child with a visual impairment is excluded from an activity;
 - association – discriminating against someone who is associated with a person with a protected characteristic e.g. behaving unfavourably to someone who is married to a person from a different cultural background; or
 - perception – discrimination on the basis that it is thought someone has a protected characteristic e.g. making assumptions about someone's sexual orientation.
- Displaying of openly discriminatory and possibly offensive or threatening materials, name calling, or threatening behaviour are unacceptable on, or around, our premises and will be dealt with immediately and discreetly by asking the adult to stop using the unacceptable behaviour and inviting them to read and to act in accordance with the relevant policy statement and procedure. Failure to comply may lead to the adult being excluded from the premises.

Procedures

- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Children with identified SEND will be offered a place when one becomes available as with any other child providing we can meet the child's needs. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- We advise parents of charges made by the pre-school and their rights to government funding:-
 Universal and extended funding is offered only against the following session times:- Monday to Friday 9.00 am to 12.00 noon and 12.30 pm to 3.30 pm
 Lunchtime attendance from 12.00 noon to 12.30 pm is not eligible for funding
 2 year old funding, where eligible, is offered for all 2 year old sessions from the start of the funding

period commencing after the child's 2nd birthday.

For 3 to 4 year old children universal funding of 15 hours a week is available from the funding period following the child's 3rd birthday. The Wiltshire Council funding periods are as follows:- Period 1 1st September to 31st December Autumn term = 14 weeks Period 2 1st January to 31st March Spring term = 11 weeks Period 3 1st April to 31st August Summer term = 13 weeks Extended funding for up to a further 15 hours a week may be available to parents/carers where:- Both parents/carers work for a minimum of 16 hours a week or a single parent/carer works for a minimum of 16 hours a week. Application for extended funding is the responsibility of the parent/carer and can be made via the HM Government Childcare Choices website, www.childcarechoices.gov.uk. The application must be completed, approved and codes issued by the last day of the previous funding period. The pre-school will make charges for any hours above the universal funded hours where the parent/carer is unable to provide an extended funding authorisation code. Extended funding must be re-applied for on a funding period basis within the parameters advised above and before any expiry dates for previously issued codes.

Any additional attendance hours requested mid funding period following head count submission, and the pre-school is not able to claim the additional funded hours, parents/carers will incur the normal fee charge. In Conjunction with the Wiltshire Council provider agreement.

Due to the need to maintain staffing ratios where absence of a child is outside the control of the pre-school , for example through sickness, holidays, appointments or school visits, alternative sessions will not be offered for that time of absence.

We arrange our waiting list from the date of receiving application forms.

- Our setting and its practices are welcoming and make it clear that all guardians welcome.
- Our setting and its practices are inclusive to all individuals with regard to understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents/carers with disabilities to take full part in all activities within our setting.

- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by

St Michael's Trustee Committee

On

26-09-2023

Date to be reviewed Every 3 years or as required

Signed on behalf of the provider

Victoria Pearmain

Name of signatory

Victoria Pearmain

Role of signatory (e.g. chair, director or owner) Chairperson

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)
- Wiltshire Council Provider Agreement Updated September 2021 The provision of Early Years Entitlement for two-, three and four year olds