

10.1 Admissions

Policy statement

Inclusive policy is central to the ethos of Poplar Pre-school. We aim to create a warm and secure environment for all pre-school children and their families enabling children to respect and celebrate diversity in the local community.

Poplar Pre-school promotes equal opportunities and endeavours to promote a smooth transition for each child to ensure the provision builds on existing interests and works with parents and carers to overcome any potential barriers to participation.

Where appropriate the staff will work with the local advisory team to ensure that children with special educational needs are catered for appropriately.

To ensure children have the best start and build the foundations for future learning, the admissions procedure is flexible, allowing parents and carers the opportunity to build on sessions progressively.

Procedures

We are currently registered for a maximum of 44 children per session.

For the whole of February parents/carers complete an application form online via our website – www.poplarpreschool.co.uk (or contact us for a paper copy) if they wish to apply for a place for the following academic intake (e.g. apply in February 2020 to start in the academic year September 2020). There is a September intake and children are taken from 2 ½ years thereafter (subject to availability).

Prior to the application period, parents/carers can complete a registration of interest form. We will hold this information on file and in the January of the year of application we will email (or alternative, if requested) to advise that the application month will be opening soon. The registration of interest is no guarantee of a place. Also it is the responsibility of parents and carers to keep us updated of any changes to their circumstance and/or contact details.

In March we will look at the applications and the following will be taken into account (not in order of priority) should we be oversubscribed:

- Siblings already attending the setting
- Siblings previously attended the pre-school (within 3 years)
- Address - The vicinity of the home to the setting (within a catchment area defined by our Trustees). Parents/carers will need to verify the address used on the application.
- Date of Birth

Once we have looked at all the applications we will contact applicants to either offer them a place, or let them know whether they are on the wait list.

Poplar Pre-School

We keep a place vacant, if this is financially viable, to accommodate an emergency admission e.g. looked after children.

Before offering places to new children we take into account the session needs of our existing children for the forthcoming academic year.

We ensure that the Pre-School is financially viable from year to year, for this reason there needs to be a balance of different aged children within the setting.

We make our equality and diversity policy widely known.

We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.

We are flexible about attendance patterns to accommodate the needs of individual children and families. However we expect children to attend Pre-School for a minimum of two sessions per week, over two days, dependant on the age of the child. We only allow children under 3 years to do morning only sessions, this is for the benefit of the children.

We are registered for the free childcare for 2 year olds scheme and the Free Early Education Universal Entitlement for 3 and 4 year olds (15 hours) and Extended Entitlement (30 hours). We will use our best endeavours to provide the sessions requested by parents, however this may not always be possible. The Early Education Entitlement can, however, be split between different registered settings. In addition we take childcare vouchers.

On accepting a place with our Pre-School, a playtime date/taster session will be arranged for the child and parent/carer to experience the pre-school before starting and parents will be given the opportunity to discuss the admission of their child and to meet the child's keyperson and complete various paperwork (inc personal details form, consent forms etc). Due to COVID-19 restrictions there will be changes to how we arrange taster sessions.

This policy was adopted at a meeting of Poplar Pre-School (CIO)

Held on 28th April 2021

Date to be reviewed 28th April 2022

Signed on behalf of the provider

Name of signatory Ling Yip

Role of signatory Trustee

*** Also this document was agreed via zoom meeting as we were unable to hold our usual AGM due to the Covid-19 virus.**