

## 9.1 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.

From 1<sup>st</sup> December parents/carers complete an application form online via our website – [www.poplarpreschool.co.uk](http://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 December 2024 to start in the academic year September 2025). There is a September intake and children are taken from 2 years 3 months thereafter (subject to availability).

We will look at the applications regularly and the following will be considered (not in order of priority) in our allocation of places:

- Siblings already attending the setting
- Siblings previously attended the pre-school
- Address - The vicinity of the home to the setting
- Date of Birth
- Date of application

We will contact applicants to either offer them a place or let them know whether they are on the wait list.

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.

## **Poplar Pre-School**

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 are registered for the free childcare for 2 year olds scheme, the Working Parents funding for 2 year olds, 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.

Upon application we will arrange a meet and greet.

On accepting a place with our Pre-School, you will be asked to pay a £20 one off administrative fee (per family) to secure your place (exceptions may apply).

Before starting a playtime date/taster session will be arranged for the child and parent/carer to experience the pre-school in operation and parents will be given the opportunity to meet the child's keyperson.