

WHITLEY LODGE UNDER FIVES

ADMISSIONS POLICY

Statement of intent

It is our intention to make our Pre-school accessible to children and families from all sections of the local community and to provide high quality care and education for all of the children in our setting.

Aims

The Pre-school aims to ensure that all sections of the community have access to the pre-school through open, fair and clearly communicated procedures.

Methods

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

- We ensure the existence of the Pre-school is advertised in places easily accessible to everyone in the area.
- We try to operate an equal opportunity admissions policy i.e. places are allocated with no discrimination on grounds of race, religion, gender, disability, ethnicity, background or competence in spoken English.
- We aim to make the Pre-school available to all children and it is not intended that fees or the special needs of a child should preclude them from the group or from inclusion in any of the activities. Funding will be sought to employ a support worker if this is necessary. Parents are advised about accessing Government funding for two and three year olds.
- We recognise that each child and their circumstances is different and whilst this policy is there for guidance each case will be looked at on it's own merits, e.g. not every child of two years is sufficiently mature to be separated from his/her parent/carer.
- We ensure that information about our Pre-school is accessible in written and spoken form as well as online.
- Our waiting list is arranged in date of birth order rather than by date of enrolment and places at the group will be allocated with consideration to the following:
 - Children will not be admitted before the age of two years.
 - The eldest child on the list will be given priority
 - Children from the local area will be given priority
 - Children moving into the area who will be starting Nursery in the next academic year will be given priority
 - Children who will attend Whitley Lodge Nursery will be given priority.
 - Children with older siblings attending Whitley Lodge First School will be given priority.
 - Children in need will be given priority
 - Children attending another group or nursery will not be given priority
- Morning sessions will be allocated first and when these have been filled afternoon sessions will become available if there is sufficient interest (January 2024). When this happens it means the older children will be offered morning sessions and children who turn two later in the academic year will be offered afternoon sessions.
- Whilst every effort will be made to accommodate children in preferred sessions, we cannot guarantee this.
- We keep a place vacant, if this is financially viable, to accommodate an

emergency admission

- The opening times are fixed to accommodate School times
- Absences should be notified and in the case of fee paying children, must be paid for, but this will secure the child's place e.g. in the case of holiday etc.
- It is helpful if the parent/carer can bring the child to visit Pre-school prior to admission. This is usually done by means of attending our 'Open afternoon' so that both parent/carer and child are welcomed into the setting and have the opportunity to meet the staff, have a look around the setting both indoors and outdoors and or parents to have the opportunity to ask any questions.
- Parents can be reassured that if their child is distressed they will be informed and given the opportunity to return to the group.
- A child may not be left in the group until a registration form giving personal details, contact telephone number and a collection form with emergency contact details are completed.
- We will monitor the gender and ethnic background of children being admitted on the registration form to ensure that no accidental discrimination is taking place.

For further information about availability of places or current vacancies please contact 0191 2972002. Any concerns or complaints about the admissions procedure should be followed through the complaints procedure.

This policy was read and understood by all staff.

Carol Shields.....
Joanne Cameron.....
Helen Graham-Potts.....
Jayne Pronk.....
Amy Kennedy.....

Staff meeting date – 5th September 2023

To be revised September 2024

