**TRING STEPPING STONES PRE-SCHOOL**

**Admissions policy**

**Policy Statement**

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.

**Procedures**

 We ensure that the existence of pre-school is widely advertised in places accessible to all sections of the community.

 We ensure that information about Tring Stepping Stones is accessible, in written and spoken form and, where appropriate would endeavour to provide the information, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will aim to provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.

* The Child’s parent or guardian complete a waiting list form or visit/phone pre-school and the form is completed on their behalf by a member of staff. Any email requests are dealt with by our administrator. The child’s date of birth and the date of completion are recorded on the form.

 We arrange our waiting list according to the length of time on the waiting list and then date of birth order.

* We contact families in waiting list order from the January before the September – July school year e.g. we contact families in January 2022 for children joining pre-school between September 2022 and July 2023. Once the emails have been sent out to families we then allocate places as families reply to our emails, visit and agree days of attendance and start dates. We will do our best to follow up emails which have not been replied to with phone calls and a further email but unfortunately we will not be able to guarantee a place if we do not get a definite response to our emails.
* Our pre-school and its practices welcome fathers and mothers, other relatives and other carers, including child-minders.
* We have September and January intakes for rising 3 year olds and January and April intakes for rising 2s. Rising 3 means a child who turns 3 during the school year September – August and likewise rising 2 a child who turns 2 during the school year September – August. Places are offered for the term after a child turns 2 years of age.
* A letter of confirmation will be sent providing the date for an hour visit to complete the registration forms.
* Parents are asked to accept the place for their child by signing a form and providing a £30 non-refundable registration fee which includes the administration costs, a child’s polo shirt and duffle bag. The form clearly states that once the £30 has been paid a place will be allocated and the parents are liable for the first half terms fees. If a parent withdraws their child without giving the required 6 weeks notice, they may be liable for the first half terms fees. It is at the discretion of the committee whether the parents are to pay the first half terms fees. For those children who are eligible for 2, 3 and 4 year old funding on the day they start pre-school the £30 will not apply.
* Once a place has been accepted and the child has started pre-school we do require parents/carers to give half a terms notice to terminate a pre-school place or drop allocated sessions. This will give us the opportunity to finalise your child’s reports and learning journal ready for transition to the new setting. If required notice is not given in advance then invoiced fees for the half term will be charged.

 Children are accepted into pre-school the term after their second birthday spaces permitting. Spaces are allocated as they become available following the date waiting on list and date of birth criteria.

* Children who are aged 2 and eligible for a free 2 year early education place may be accepted in to pre-school the term after they are 2 years old, spaces permitting.
* Children start with us 2 mornings per week; 3 mornings per week if there are sufficient spaces available.
* We will routinely offer extra days if they are available for the school year ahead, taking into account date of birth and giving priority to those children who will be moving on to nursery the following school year. We will send out emails and ask parents if they would like extra sessions, once all the spaces have been allocated for the whole school year, unless spaces become available we will not be able to increase a child’s days at pre-school.
* Priority is given to those children who are funded (2, 3 or 4year old) and entitled to 15 hours per week. We aim to offer 15 hours to funded children if capacity allows (as we are limited by the staff to child ratios and the size of our setting).
* The child’s date of birth, address, parent or carer’s name and telephone numbers are stored for the sole use of pre-school.
* We respond to all enquiries we receive and will arrange visits/start dates that suit each individual.
* If we are at full capacity then children may go on a waiting list for spaces. If a space comes available it will be allocated to the child who has been on the waiting list longest.

 Tring Stepping Stones follows written policies stating how individuals will be treated regardless of gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language. Our pre-school enables children and/or parents with disabilities to take part in the life of the pre-school.

 We are aware of the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

 We make our Equality and Diversity Policy widely known and it is available to parents, carers and visitors to pre-school. A Staff copy of the policy is filed in the staff policy file and a parents copy is filed in the parent’s policy pack which is on display in the foyer during pre-school hours, a copy is also available on our website. We have listened to families regarding the opening times at pre-school, to make it as convenient as possible and avoid excluding anyone. We would endeavour to be flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

Further guidance;

Two year old funded policy

Equal opportunities policy

SEN policy

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| --- | --- | --- |
| This policy was adopted at a meeting of | Tring Stepping Stones Pre-school |  |
| Held on |  |  |
| Date to be reviewed | June 2023 |  |
| Signed on behalf of the management committee |  |  |
| Name of signatory |  |  |
| Role of signatory (e.g. chair/owner) |  |  |

Review March 2012 – clarified how we allocate extra days

November 2012 review- no changes

September 2013 – added free 2 year old funded update, incorporated admissions procedure information into policy, added note about chasing for fees at discretion of committee.

January 2015 – clarified 2, 3 and 4 year old funded children get priority

Feb 2016 – added in confirmation letter line - the date for an hour visit to complete the registration forms and the start date

Take out are 3 and funded and replace with eligible for 2, 3 and 4 year old funding on the day

Children start of 2 mornings take out this may increase to 3 if the parent is willing to pay for the extra day

Changed notice to be given if you decide not to accept place after you have returned confirmation latter from 3 weeks to 6 weeks.

Added once a place has been accepted and child has started …

Dec 2016 – Added 3 termly intakes

Length of time on the waiting list

Extra days routinely offered

If at full capacity we will adopt a waiting list and spaces will be allocated according to length of time on the waiting list.

November 2017 3 termly intakes replaced by Sep and January intakes for rising 3s and January and April for rising 2s.

April 2018 Registration fee changed from £15 to £20 and added administration costs to polo shirt and duffle bag.

We contact families in waiting list order in the January before the September – July school year e.g. we contact families in January 2018 for children joining pre-school between September 2018 and July 2019. Once the emails have been sent out to families we then allocate places as families reply to our emails, visit and agree days of attendance and start dates. We will do our best to follow up emails which have not been replied to with phone calls and a further email but unfortunately we will not be able to guarantee a place if we do not get a definite response to our emails.

Changed from Equal Opportunities Policy to Equality and Diversity Policy

June 2019- changed the dates on the example of school year, to 2020 and 2021

June 2020- school years

June 2022- school years, registration fee £30

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| Staff Name | Staff signature | Date |
| Nicola Poulton |  |  |
| Sandra Delderfield |  |  |
| Sharon Hockey |  |  |
| Lucy Brittain |  |  |
| Nicola Reynolds |  |  |
| Kim Smith |  |  |
| Sarah Brace |  |  |