



10.1 Admissions

Policy statement

It is our policy to make our Mother Goose Pre-School accessible to children and families from all sections of the local community. Our intention is to ensure that all sections of our community have access to the Pre-school through open, fair and clearly-communicated procedures, making reasonable adjustments to the setting and its practice where possible.

The primary aim of the Pre-School is to serve all the children and families of Wimpole and the surrounding villages. We actively promote equality of access and opportunity for all children to play, learn and be well cared, for regardless of gender, ability, ethnic origin, belief or culture.

Mother Goose Pre-School provides care and education for young children from the age of two up to five years (compulsory school age).

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about the 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.
- We ensure that our practices are welcoming, and make it clear that fathers, mothers, other relations and carers are all welcome.
- The setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within the setting.
- We arrange our waiting list in birth order and give priority to children over the age of three who are due to join School in the following academic year. In addition, our policy may take into account:
 - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two-year-old children;
 - the length of time on the waiting list;
 - the vicinity of the home to the setting;
 - whether any siblings already attend the setting; and
 - the capacity of the setting to meet the individual needs of the child.

- We consult with families about the opening times of the setting to ensure that we accommodate a broad range of families' needs.
- We require children to register for a minimum of two sessions per week which ensures they have a greater chance of settling in and the key person approach can be more effective. If there are exceptional circumstances this restriction may be waived for a maximum of half a term; we ask that parents indicate on the application form if this is the case.
- We are 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.
- We generally accommodate up-to 24 children per session, with a maximum of 6 two-year olds, at any one time. This maximum may vary pro-rata according to the number of children attending the session. We reserve the right to increase the number of spaces available per session providing the space requirements of the Early Years Statutory Framework are not exceeded.

Admissions process

Application

We ask parents to complete an initial application form if they are interested a place at the pre-school. This does not commit them to accepting a place with us but allows us to gauge our likely intake over the coming months. Parents will have an opportunity to specify their preferred sessions, which we will do our best to accommodate. If there are no available sessions, the child will be put on our waiting list and the parents informed at the earliest date when a session does become available.

Registration

Parents will be sent a Registration Form to complete approximately a half term prior to their proposed start date. (For September start dates, this will happen in June/July). This will allow us to finalise an accurate and confirmed intake of children, and upon receipt of this completed form, we will be able to formally offer the child a place. Acceptance of this offer by returning the signed Terms and Conditions, together with a (non-refundable) £20¹ registration fee is required within 7 days to secure the space.

Children can join Pre-School at any point throughout the school year. If we have a lot of children starting at once, we do stagger the start date to ensure each child gets time to settle in.

¹ The £20 registration fee may be waived for children who will only access funded hours at Mother Goose. However, we regret that we will be unable to provide a Mother Goose t-shirt to families who choose to waive this fee.

Version	Changes Made	Author	Date	Review Date
1.0	Baseline version	N Hanlon	16 th April 2018	November 2019
1.1	<ul style="list-style-type: none"> • Added the requirement for children to attend for a minimum of 2 sessions per week; • Removed sections relating to funded places. This information is covered in the Early Years Funding policy; • Amended the process for Registration of a child, to include the return of signed T&C together with a registration fee to secure a space. 	N Hanlon	28 th June 2018	November 2019