



Great Missenden 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 arrange our waiting list in order of application. However, we will also consider the following criteria for admission:
 1. Looked after children
 2. Children who have exceptional or social needs which can only be met by this setting
 3. Date of birth
 4. Children living in the catchment area of the school
 5. Siblings already attending the preschool or school
- We ensure that information about our setting is accessible and provided in written and spoken form. We have a designated area on the school website. Parents are welcome to come for an arranged visit to the preschool or view our virtual tour videos which are accessible on the school website.
- We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter (through the support of Buckinghamshire Early Years).
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of the local area; all are included and made welcome.
- We make our whole school Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- 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.

Great Missenden Primary School

If you are given a place in the preschool, it does not mean your child will automatically have an admission place in the Reception Class of Great Missenden C of E Combined School. You will have to apply separately for a place for your child through the normal school's admission procedures of Buckinghamshire County Council.

Changes to sessions / Cancellation

The following policy is to help plan admissions, staffing levels and curriculum and to protect the financial resources of the preschool for the benefit of all the children.

- No refunds are made for sickness, absence or closures due to circumstances out of our contract at the pre-school.
- Parents/ carers must give the preschool the equivalent of half a term notice (usually 6 weeks) in writing, if the child is accessing more than the 15 hours of free funding and are invoiced for the extra hours.



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- Parents must also give the equivalent of half a term notice (usually 6 weeks) in writing if you request to decrease or change your child's sessions. Adhoc sessions are subject to availability on request, we will endeavour to meet your needs when possible.
- We are not able to swap sessions.
- Where less than this amount of notice is given, parents/carers must pay fees in lieu of notice for the balance of the notice period.

Parent agreement

I confirm that I have read, understood and agree to the Great Missenden Pre-School admissions policy.

Signed:

Full Name:

Childs name:

Date: