



# Clapham Preschool (Bedford)

## Our Policy on Admissions

### Statement of Intent

It is our intention to make our preschool accessible to children and families from all sections of the local community.

### Aim

We aim to ensure that all sections of our community have access to the preschool through open, fair and clearly communicated procedures.

### Methods

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

- We ensure that the existence of the preschool is advertised in places accessible to all sections of the community.
- We ensure that information about our preschool is accessible - in written and spoken form - and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We accept children from the age 2 years to under 5 years.
- We arrange our waiting list in birth order.
- When demand for our sessions is greater than we can accommodate, we allocate sessions in the following priorities:
  - Children in need living in Clapham
  - Children in need
  - Children living in Clapham who will be going to school the following year
  - Children living in Clapham aged 3 and above
  - Children living in Clapham aged 2 years and above
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- Where possible we aim to be flexible in the sessions children access, children can access up to 15 hours with the minimum used being 5 hours (2 x 2.5hrs sessions). We can consider allocating over 15 hours at the discretion of the Administration manager. We endeavour to balance the needs of children who require more sessions in the Spring / Summer terms with the need to maintain economic sustainability in the September term. Due to the high request for morning sessions and the need to balance requirements throughout the year we cannot offer a child more than 3 morning sessions unless there is a genuine need (such as medical, parental working patterns etc.) Requests for additional mornings will be considered by the Administration manager who may require evidence, such as a letter from an employer confirming hours of work. Funding will be available to access the term after the child's 3<sup>rd</sup> birthday, prior to funding all hours are billable. For hourly rates see our prospectus.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our preschool and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.

- We describe our preschool and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our preschool and its practices in terms of how it enables children with disabilities to take part in the life of the preschool.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of the preschool to avoid excluding anyone.
- We are flexible on sessions available to accommodate the needs of individual children and families.
- We will ensure to provide secure sufficient childcare for working parents/carers.

This policy was adopted at a meeting of Clapham Preschool held on .....

Signed on behalf of the preschool .....

**Reference made to:**

Childcare Act 2006

Department of Education. 2017 Early Years Foundation Stage Statutory Framework.