

# New Millside Pre-school

## ADMISSIONS POLICY & PROCEDURE



New Millside Pre-school is an Ofsted registered early years provider, and we are legally bound to meet the requirements of the Ofsted regulations and the Early Years Foundation Stage Framework, published by the Department for Education.

New Millside Pre-school is registered with the Local Authority to receive Government Funding for all 3 & 4-year-olds (universal funding and 30 hour code) and for eligible 2-year-olds meeting specific criteria, including 2's in receipt of 9 month+ funding for eligible working families.

We are a term time only setting and we are open and funded for 38 weeks of the year. Our term dates depend on the funding weeks available as set out by Buckinghamshire Council.

We currently have capacity for up to 38 children per session. We operate on the following session ratios: 1:8 for 3 & 4 year olds and 1:5 for 2-year-olds. We will enrol a maximum of 10 two-year olds per session.

If a child is attending all day, then our lunch time is currently capped at 32, with a maximum of 5 two-year olds, however, if staffing ratios allow, we may increase.

We reserve the right to increase or decrease if required to do so and providing the space requirements of the Early Years Statutory Framework are not exceeded and the setting remains in ratio.

Our setting operates fixed sessions only and funded hours can be used:

AM session: 9:00am – 12:00pm

PM session: 12:30pm – 3:30pm

All-day session: 9:00am – 3:30pm

**Please see our fees policy and educational funding policy for more information on our funding offer and fee amounts.**

### Statement of Intent

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

### Aim

To ensure that all parts of our community have access to the pre-school, through open, fair and clearly communicated procedures. To achieve this aim, we adopt the following methods and operate the following procedure:

- We ensure that information about our pre-school is easily accessible to all families in a form that can be clearly understood taking into account individual needs.
- We describe our pre-school and its practices in terms which make it clear that all carers, whether fathers, mothers, other relations/ carers or childminders are welcome and included in preschool life and their views valued.
- We describe our pre-school and its practices to make it clear that we welcome all individuals, regardless of their gender, developmental needs or disabilities, background, religion or ethnicity.
- We try where possible to leave a space available for those children referred through Social Care.

In an exceptional circumstance such as a Pandemic please refer to the relative Risk Assessment for all associated updated actions in relation to this policy.

### CATCHMENT

The street's listed below are within our catchment. If your street is not listed below, we will determine if your address is in the same catchment as Broughton Infant School, if so, we will include you as in our catchment. We can offer places to children outside the area but allocation will be prioritised for children within catchment.

#### Broughton

Akeman Way, Barnsbury Avenue, Bramcote Close, Broughton Avenue, Broughton Terrace, Campion Close, Como Road, Connaught Road, Eastfield Road, Henry Road, Heron Close, Malvern Road, Narbeth Drive, Northfield Court, Northfield Road, Parton Road, Richmond Road, Southfield Road.

#### Off Oakfield / Douglas Road

Albert Street, Ashley Row, Chilton Place, Denby Walk, Douglas Road, Eagles Road, Evett Close, Farnborough Close, Florey Gardens, Garside Way, Grecian Street, Haddington Way, Hawthorn Close, Hilda Wharf, Ivinghoe View, Norfolk Terrace, Olivier Way, Osier Way, Padstow Close, Park Street, Pavilion Close, Pembroke Road, Queen Street, Shakespeare Way, Shaw Close, Stanhope Road, Stocklake, Victoria Street, Warwick Row, Wingate Walk.

## The Coppice

Archer Drive, Ash Close, Aspen Close, Cedar Close, Coppice Close, Coppice Way, Field Close, Field Way, Grasslands, Green View, Larch Close, Lawrence Close, Meadow Close, Meadow Way, Phipps Close, Poplar Close, Poplar Road, Shepherd Close, The Dell, The Pastures, Wesley Close.

### PROCEDURE

For September starters, we begin to email parents/carers and allocate sessions during the summer term.

If spaces are available, we also allocate sessions during the Autumn for a Spring Term start and in the Spring Term for a Summer Term start. In some cases, if sessions allow, it may be possible for an allocation and start date to be within the same term.

#### For new children the order of priority will be:-

- Foster carers who may have immediate requirement for an allocation due to a placement of a child with them through social care.
- Children with Special Educational Needs and Disabilities (SEND)
- Siblings of children that currently attend
- In catchment in the order of: - 2 year olds (priority is given to those in receipt of funding for families receiving support from the government), then 3 & 4 year olds
- Non catchment in the order of: - 2-year-olds (priority is given to those in receipt of funding for families receiving support from the government), then 3 & 4 year olds.

#### In the event sessions are oversubscribed we will use the following steps to order application forms: -

**STEP 1:** - Order applications with those closest to the preschool, using the Buckinghamshire Council Website, as above.

**STEP 2:** - If any of the above are the same distances, we then order them in date of birth order, youngest has priority.

**STEP 3:** - If sessions are still not available, we will offer to add the application form to the waiting list.

### WAITING LIST

The pre-school operates a waiting list, structured using the above method and below criteria

- Children already attending the pre-school receive priority for extra sessions over the waiting list, these will be in order of when requested.

In addition, we **may** take into account:

- the length of time on the waiting list;
- the capacity of the setting to meet the individual needs of the child.
- If you are non-catchment but your child has a sibling already attending at Broughton Infant School.

If financially viable, we try to keep sessions available to accommodate an emergency admission.

### Application Form & Enrolling

1. To apply for a place at our preschool, an application form must be completed in full, signed and sent to the preschool (either via email or dropped into preschool). Our application form can be picked up from the setting or downloaded from our website. The application form must be kept up to date and change of details, address, contact numbers etc can be emailed to [office@newmillsidepre-school.co.uk](mailto:office@newmillsidepre-school.co.uk)
2. We will acknowledge the application form with an email, explaining when we will contact you depending on the term you selected to start.
3. When we start to enrol, we order our application forms as structured above, we then check our register for session availability and the Parent/Carer will be notified by email of the sessions available and a Welcome Pack will be issued once the parent/carers has accepted the sessions. We will contact the family to arrange a Home Visit. We may stagger out our availability offer in the above order if sessions are limited, this allows us to try and offer the parent/carers preferred sessions that may not have initially been available. If an application is received after we have ordered our application forms/offering sessions the application may not be able to be considered until after the above have been completed.
4. Prior to attending the pre-school each child must provide a completed set of Registration Forms, signed and dated by the Parent/Carer. These must be returned by the given date, prior to the child starting. A child cannot start pre-school without these forms completed and signed, due to the essential information we require. We offer assistance to parent/carers in completing the forms, this includes providing interpreters where possible. We take into account that all parents may not have access to the internet and provide hard copies of all necessary forms and information, where necessary. The registration forms are known as our welcome pack, and this is in two sections: -
  - a. The first section (Section A) is information about the setting, what to expect and bring etc and an online food consent form. This is emailed to the parent/carers when sessions are accepted, hardcopies are available.
  - b. The second part (Section B) are all the forms we require before the child starts (Day Care Records, Child & Family Profile, Consent Forms, Collection/Going Home Form, Our Terms and Conditions & Funding form if

applicable. We can email this section if the parent/carer is able to print the forms to complete and return to the preschool office (not emailed back) or we can print the welcome pack to be collected from the preschool. We will require to see the child's birth certificate or passport for funding and insurance purposes.

5. It is extremely important we are notified as soon as possible if you no longer require a place.
6. With regards to settling in, we outline our procedure within our welcome pack under 'Beginning Pre-school', this is also available on the website.
7. The preschool has a list of Policies and Procedures; these are available to download from our website or available in the setting.

### **Home Visits**

As part of our commitment to supporting children in their transition to preschool, we offer home visits for all families once their sessions have been confirmed. These visits provide an opportunity for staff to build positive relationships with families, gain a better understanding of each child's needs, and help ensure a smooth transition into preschool.

Once a child's place has been secured, a member of our team will contact the family to arrange a suitable time for the visit. During the visit, staff will offer guidance on settling into preschool and answer any questions parents may have. If not already provided, staff will provide the forms section of our preschool welcome pack.

For more information on our home visit procedures, please refer to our **Home Visit Policy**.

We are an equal opportunities pre-school and therefore no child will be turned away on the grounds of gender, race or religion.