

Admissions and Deferment Policy

Introduction

The Pre-school and its staff are committed to ensuring that the Pre-school genuinely accessible to children and families from all sections of the community, and that a fair and open method of allocating places is followed.

Children are accepted at Little Stars Pre-school in the term in which they have their third birthday. We provide a place for a maximum of 32 children in any given session.

Purpose

This policy will be adopted to:

- promote accessibility for all sections of the community
- determine the order in which children will be offered places at the Pre-school
- set out the criteria and method for deferments

Accessibility

In order to promote accessibility, we will:

- Ensure that the existence of the group is widely known in all local communities. This includes advertising our Pre-school through local education and social services departments and also on the internet via the Pre-School website (www.littlestars-pre-school.co.uk) and the Emmanuel Church Web Site (www.emmanuelchurch.co.uk)
- Describe the group and its practices in terms which make it clear that it welcomes all without discrimination.
- Make our equal opportunities policy widely known.
- Be flexible about attendance patterns so as to accommodate the needs of individual children and families.
- Make a full prospectus is available on the Pre-school website (as above).

Waiting list

- Parents may register their interest in a place at the Pre-school at any time. Information and booking forms are available from the Pre-school, on our website (www.littlestars-pre-school.co.uk), by email (littlestars.preschool@yahoo.co.uk) or by phoning 07736 230140.
- We aim to acknowledge receipt of the registering an interest form within two weeks

(during term-time). This is not a commitment to either take or to offer a place, but simply places the child's name on the waiting list.

Criteria for Allocation of Places

- For any admissions period i.e. term, places are offered in accordance with the following precedence criteria.
 - 1) Siblings of children who have attended Little Stars Pre-School.
 - 2) Children of families who are part of the regular worshipping community at Emmanuel.
 - 3) Other children based on date order of application onto the waiting list.
- Places may also to be made available at the discretion of the Supervisor in order to provide equal opportunity of access (for any child where a place would be of benefit to the health, safety and educational development of the child) whether the Pre-school is directly aware of a need, or whether it is brought to the attention of the group by an outside health or care agency.

Offers and Acceptances of Places

- The Pre-school will make contact to offer a place for the term in which the child becomes 3, based on the available places. This will be done according to the criteria for allocation of places.
- Parents are asked to confirm that they wish to accept the place and their preference and the availability of days and hours should be discussed and agreed. We request a deposit (as per schedule of fees at time of offer) if your child is to join in the term before their third birthday, to confirm acceptance of the place.
- A home visit and visits to the pre-school will be arranged

Deferments

- If staff consider it necessary to defer a child's place due to developmental issues, health or family circumstances, we will hold the child's place, providing the retainer fee has been paid. Retention beyond one term will be subject to review.
 - If a child's fees have been paid, they will be held for that term and deducted from the next terms fees.
 - See also Settling in Procedure
- If a parent / carer wishes to defer a child's starting date then an offer of a place will be made on the same criteria as above for the new admissions period. Note that these may mean that an offer of a place for the new admissions period is not guaranteed.

Additional sessions

- Once all children on the waiting list have been offered places, we will consider offering additional hours to children already attending the Pre-school if capacity is available.

Reviewed Annually

Pre-school Manager..... Date.....

Management Committee..... Date.....

Review Date.....