



Admission Policy Early Years Centre 2014/15

With the agreement of the Governing Body of Houghton Conquest Lower School & Early Years Centre, the **Admission Policy** for the Centre is stated below:

All parents are eligible to register their child's name after their second birthday.

All children will be considered fairly – irrespective of gender, race or disability.

If there are more requests from parents than the number of places available then the following criteria will apply.

Criteria for admission

Please note:

Preference will be given at each session to grant funded children who apply for a place in the setting. The setting offers and organises the Nursery Education funding (NEF). This is the free 15 hours a week for all children, the term after their 3rd birthday.

Places are allocated according to:

- Looked After Children
- The age of the child, from the oldest age band first.
- Where the child lives (Houghton Conquest Lower School catchment children will be given preference)
- The needs of the family

We have to restrict numbers of 2 year olds to four per session. If numbers are low or spaces allow we may be able to accommodate more 2 year olds in to the daily sessional pre-school care.

Our school is fully inclusive and our policies promote equality of opportunity for all children. We are pleased to offer any disabled pupil or pupil with individual needs a place at our Early Years Centre, provided that those needs can be successfully met and if the supporting agencies feel that it is an appropriate placement.

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with the family. Places will be given at the discretion of the Headteacher in consultation with Governors and may need to take priority.

Children are entitled to 15 hours free education and wrap around care the term after their 3rd birthday.

Additional hours may be purchased subject to availability please look at our fees and payments policy for the current rate. **Please note:** 2 year olds fees are higher due to the ratio of staff to children required.

Children in their reception year can be offered a full time place from the September of the academic year after their 4th birthday.

Consideration for full time will always be based on the needs of the child.

Procedure for Admission

Registration and waiting lists

- A completed application form will be placed on the waiting list for the allocation of places. This does not guarantee the requested sessions, but every effort will be made to accommodate them or an alternative offer will be made.
- We arrange our waiting list in order of date of initial application. Priority has to be given in all cases to the children who receive Nursery Education funding.

Places offered

- Spaces are allocated as they become available following a date of birth order and date waiting list criteria.
- Places are offered by email, a telephone call or letter by post.
- Confirmation of offered spaces is required within one week of correspondence. If there is no reply, the places will be offered to the next person on the waiting list.
- Parents/carers will be notified of sessions allocated to their child, 6 weeks before the child's start date. If requests of sessions are changed after the initial application, the form will then be placed in date order from the date of the changed request.
- Birth dates will be checked against the Birth Certificate and NHS number is recorded.
- An email will be sent providing a date and time for a Parent Consultation/play visit when the confirmation of sessions has been received.
- Parents will be expected to stay in the Centre to support their child for an appropriate length of time, until the child is settled, but always for the first session as a minimum.
- Transfer from part-time to full-time will be undertaken within a time range appropriate to the needs of the child.
- It is the parent's responsibility to register their child for a lower school place, to undertake statutory education. The Local Authority will notify parents and the School when these applications need to be made.

In all instances this policy should be read in conjunction with the ***Settling-in Policy***.

Monitoring and Evaluation

This policy will be reviewed annually by the Headteacher, staff and Governors.

Signed:

Jo Randall
Chair of the Governing Body

Reviewed: June 2014