**Admissions procedure**

**Policy statement**

It is our intention to make our pre-school 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 pre-school through open, fair, and clearly communicated procedures.

**Procedures**

1. The pre-school runs one waiting list per September intake, however; this list is then split in two according to birth date for children born between 1 September - 28 February and 1 March – 31 August.
2. When a parent/carer contacts the pre-school via telephone, email, personal visit or application form on the website, their child’s name will be placed on the waiting list under the appropriate intake (please note we are unable to register unborn children on our waiting list). Our Admissions Officer will then email or write to you (if you do not have an email address) to confirm your child is on our waiting list. Please see below for details regarding our cancellation list.

If you do not receive confirmation of your child’s place on our waiting list within two weeks of registering your child, please contact us again to request this confirmation.

1. In January/February of the year that your child is due to start pre-school for a two year placement, spaces will be offered to those children on each of our lists according to the number of spaces available for that intake. Our Admissions Officer will send you an email confirming your place and asking you to return a completed waiting list registration form along with a £45.00 non-refundable registration fee to secure your place. The registration form will ask you to state your preferred sessions, minimum of two – one must be an afternoon (we will do our best to try and accommodate your preferences, but this is not always possible) and the fee also includes a t-shirt and an art bag for when your child starts pre-school. If we haven’t heard from you after 5 working days since the date of our email, we will offer your place to a child further down the waiting list. If you are likely to be non-contactable i.e. holiday during January/February, please inform the pre-school as soon as possible so we can make a note against your application on our records.

Once parents/carers from each of our available spaces in that year’s intake have been contacted, we will ascertain how many places have been filled. If there are still places available, we will email the next parent/carer on our waiting list and offer these spaces until all available places have been allocated.

1. It is compulsory for each new child to attend our new starter Open Day (you will be allocated a 45 minute appointment) or if unavailable on this day, a visit prior to starting pre-school. The Open Day/visit is an opportunity for the parent/carer to ask questions of the pre-school staff and to see what goes on during a typical session. It is also an opportunity for the child to meet pre-school staff and to familiarise themselves with the surroundings, while still secure that the parent/carer is in attendance.

Should you be unable to attend the Open Day and fail to book and attend a visit at the pre-school before your child’s start date will result in us contacting you by telephone on two occasions to book a visit. Should the parent/carer not return our two chasing telephone calls within 2 working days of each telephone call, your child’s space will be offered to the next child on our waiting list for that intake.

1. Confirmation of your allocated sessions will be sent out via email, at the beginning of the Summer Term before your child starts with us.
2. A new joiner pack will be sent out to all parents during the Spring term before your child starts with us. This will include the name of your child’s keyperson, start date and all information relevant to admission. An art bag and pre-school t-shirt will be given out when you come for your visit (see clause 4 above).
3. Start dates and times are staggered according to age during the beginning of the September term to allow for special attention to be given to each new child. There will be no more than 2 new children admitted on any one session. Of these children, your keyperson will be assigned solely to the settling in of your child on their first session.

**Cancellation list**

If your child does not secure a place in their intake period because all spaces have been allocated, your child will remain on our list and you will may be contacted at a later date, should we be notified of a cancellation of another child’s place.

**Additional sessions once your child has started**

We do run a waiting list for individual sessions and will try and fulfil your requests for additional/swap of sessions where possible. To remain sustainable, priority is given to parents who take on additional sessions over those who wish to swap sessions. Please speak to our Admissions Officer for further information.

**Siblings and their registration**

Please note it is the responsibility of the parent/carer, not the pre-school staff, to register any siblings on the pre-school waiting list. Also, having a sibling attending Buttsbury Infant school or Buttsbury Junior school does not affect your position on our waiting list. Neither does having a sibling currently attending the pre-school.

**Pre-school membership** - For each 2-year-old child attending the Pre-school you are asked to pay a one off registration fee of £45.00 which includes a t-shirt and art bag and contributes to our administration and insurance costs.  After this payment is made, you will receive our new starter’s pack which includes our prospectus, art bag and a Buttsbury Pre-school t-shirt.

**Fee costs** – Buttsbury Pre-school’s are structured as follows:

* Fees applicable for non-grant funded children
* Fees applicable for grant funded children
* Additional sessions will be charged at a set rate per session, whether grant funded or not
* Lunch club charge for care
* Riser children - will be invoiced £40.00 for the whole school year (38 weeks) to pay for additional Riser activities such as football/dancing/gym sessions, Mother/Father’s Day gifts, parties, USB stick for your child’s learning journey, leaving gift etc.

The fees cover our running costs such as rent/utilities and staff wages.  For grant funded children, the invoice will also include a small voluntary charge for ‘consumables and additional services/resources’ to cover items such as snacks / extra curricula activities / themed resources / cooking ingredients / online learning journey / sun cream / visual aids / labels for your child’s shoe bag and snack card (a list is available – please ask our Finance Officer for a copy, should you wish).  Please note this list is not exhaustive. Without your help with these costs, we would not be able to provide these additional activities and resources for your children.

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| This policy was adopted at a meeting of | Buttsbury Pre-school | name of setting |
| Held on |  | (date) |
| Date to be reviewed |  | (date) |
| Signed on behalf of the management committee |  |
| Name of signatory |  |
| Role of signatory (e.g. chair/owner) | Chairperson |