**Admissions Policy**

In order to do this, we will ensure that Abacus Pre-School is widely promoted in the local community

▪ advertise the Pre-School in places to which all sections of the local community have access

▪ make our Equal Opportunity Policy and Local Offer widely known.

We accept children from the age of 2 to 4 years of age.

Our admissions policy criteria are as follows:

1. We arrange our Waiting list in order of date of birth, so children nearing school age have the opportunity to benefit from an Early Year’s provider.

2. In addition, our policy will take into account the vicinity of the child’s home to the Pre-School (the address and postcode of the family, with the aim of initially serving the community within a 5-mile radius. If there are still places available after initial allocation, then families from further afield may be offered a place for their child).

3. We also take into account whether siblings are already attending the preschool. Priority will also be given to looked-after children and those with additional needs. The Manager will try to allocate similar sessions for siblings and twins so that it is easier for parents and children, if this is requested by the parent/carer.

We intend that the Pre-School should be genuinely accessible to children and families from all sections of the local community (the area within a 5 mile radius of the Pre-school).

4. In the case of scarcity of places, priority will be given to local children who are nearing school age who have not attended an Early Years setting before. A child already attending a Pre-School/Nursery elsewhere would not normally be regarded as a priority case

The Pre-School is registered by Ofsted and we operate with 52 children per session on Monday, Wednesday, Friday and 29 on Tuesday and Thursday due to the availability of the rooms, and maintain excellent staff-child ratios. A session is 3 hours long either in a morning or afternoon, or with the option to add an early start, Whole day session 9- 3 pm (please see our website for full session timings and details).

To cover the cost of setting a child up in the Pre-School, we require a small refundable administration fee or the parents can pay it as the voluntary contribution for the pre-school. Please see our website for up-to date details of all our fees.

Places for children remaining for a consecutive academic year will be allocated in age order (oldest to youngest). Children already attending the Pre-School are allocated before those on the Waiting List, although we like to ensure there is a good age mix of older and younger children in the Pre-school.

If the Waiting List is full, younger children may have their start date delayed to the following autumn if they would have normally started mid-way through the summer term.

In order to provide places throughout the academic year, the number of places for the remaining children will be dependent upon the total number of children currently in the Pre-School, those on the Waiting List and at the discretion of the Manager and Management Committee.

Allocation of places for the following academic year will be confirmed in writing by Easter to those currently at the Pre-School and those on the Waiting List who would start in the following Academic year.

The Pre-School cannot guarantee that parents will receive their preferred choices of sessions. The Pre-School aims to accommodate as many requests as practicable. Parents must inform the Pre-School if they no longer require any sessions or a place at Pre-School so these can be reallocated.

Applications to join the Waiting List received after 30th June may not receive their chosen sessions for the following academic year and an internal Waiting List for each academic year will be in operation, on a first come first served basis and at the discretion of the Manager.

When sessions have been allocated, parents cannot defer the date of certain sessions to the following term – all sessions offered must be taken up within six weeks of the start of that term. Any other sessions required in another term should be requested by filling in the Session Request Form so that the child is placed on our internal Waiting List.

Parent/carers are not allowed to swap their child’s sessions with others, as we operate an internal waiting list. Parents should inform the Pre-School if they decide to give up a session so that this can be reallocated to another child on the internal Waiting List.

Parent/carers are welcome to bring their child to Pre-School for a short time prior to their start date, to familiarise themselves with the setting. Parents and carers must stay on site and arrange a suitable visit time by telephoning the Pre-School staff directly.

We follow our Equal Opportunities policy as we are a Pre-School open to all in the local community. The Pre-School recognises the needs of each child and their family with regard to gender, special educational needs, disabilities, social background, religion, race, ethnicity and language.

Reviewed: May 2019

Next Review Date: May 2020