



Lechlade Little Learners  
PRESCHOOL

## **Admissions Policy**

### **Policy statement**

It is our intention to make our setting accessible to children and families from all sections of the local community and promote a pre-school environment which provides the best possible learning environment for all. We aim to ensure that all sections of our community have access to the setting through open, fair, and clearly communicated procedures.

### **Procedures**

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We are legally bound to meet the requirements of the EYFS framework and OFSTED regulations.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We accept children from 2 years old up to school age. We offer a minimum of 2 sessions per week to enable children to settle with us and receive the full benefit of their time at pre-school. This is at the discretion of the manager should there be extenuating circumstances.
- In the event of demand outstripping availability; we reserve the right to allocate placements on a first come first served basis and a waiting list will be recorded and updated regularly to reflect this. Children who are the correct age for admission will be given priority over those on the waiting list who are not yet the correct age for starting pre-school.

- Lechlade Little Learners pre-school is a registered charity and a non-profit organisation. Places cannot be held for longer than two weeks as the financial impact upon the setting would make us unsustainable.
- Children in need will become our priority as will those eligible for disadvantaged 2 year funding and pupil premium. Priority for places will go to families already attending the setting.
- We offer funded places in accordance with the Gloucestershire County Council nursery grant scheme. We offer 3 and 4 year old universal funding, 2, 3 & 4 year old working families funding and disadvantaged 2 year funding.
- We ask for a voluntary contribution payment each week which will be invoiced half termly.
- There is no payment condition placed on a funded place and all children eligible for funded hours can access them free of charge.
- An eligibility code will need to be seen, along with the entitlement letter – Eligibility entitlement for 2 year old funding and eligibility code for 3 year old funding.
- Un funded hours will be charged at £7 per hour.
- The pre-school operates between 9am-3pm. With shorter sessions offered between 9am-12pm / 9am-1pm and 12pm-3pm.
- We may not always be able to offer as many days as requested. In this case your child's name would be added to our internal waiting list.
- We describe our Pre-school and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We welcome fathers and mothers, other relations and other carers including child minders.
- All places are billed half termly and we accept a range of payments including bacs, tax-free childcare and vouchers.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity, or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- To register their child for a place on our waiting list parents will be required to complete a registration form.
- Once the manager agrees on a start date, settle sessions will be arranged to ensure a smooth transition into the setting.

This policy was reviewed April 2024

This policy is to be reviewed annually unless legislation requires before.