



Admissions Policy

(Also see Fees & Charging and Parental Involvement Policies)

It is our intention to make our Pre-School genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of the Pre-School is widely known in all local communities. (As per our marketing plan) We will put notices advertising the Pre-School in places where all sections of the community can see them, in more than one language if appropriate. Any vacancies will be made known to the local children's centre. The person responsible for this will be the Setting Manager and the management committee.
- Allow parents or carers to express an interest in Little Oaks for their child with us from birth. They can be added to our Expression of Interest mailing list.
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
- Describe the Pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including child minders, and people from all cultural, ethnic, religious and social groups, with and without disabilities. (As noted in our Parental Involvement Policy)
- As per the Providers Agreement we would not knowingly oversubscribe setting places at any point in the academic year. There are procedures in place to ensure this would not happen.

How we administer this policy is set out below:

- In order to support our policy of making Little Oaks accessible to as many members of the community as possible and to ensure we do not discriminate on the grounds of children's birth date we will not formally accept registration of children until the September following their birth. Parents can register their child with us at our Registration event from a preset time and date from the September following their birth.

- Any parent who expresses an interest in Little Oaks prior to this date will be encouraged to complete an Expression of Interest form which has the Registration date noted, providing us with email and other key contact details. On receipt of this form we will send an acknowledgement email within 1 month. We will send follow up reminders in advance, of the date and time to formally register their child along with our Registration Procedure.
- The time and date will be set one year in advance and will be advertised on our website, via posters in the community, "Brackley on line", community social media groups, and local primary school newsletters. This list is not exclusive.
- Registration numbers will be allocated in the order in which registrations are received. For the first day priority will be given to those registering in person, on a first come first served basis, followed by online registrations and then postal registrations. On all following days' registrations will be taken in the order in which they are received regardless of whether they are received in person, online or by post. Registrations will only be accepted if accompanied by registration fee payment. If registering in person or by post, payment can be accepted by cash, cheque or advance BACS payment. If registering by email then payment will be accepted by BACS only. **There will be a £1 surcharge for cheque payments - payable to Little Oaks Pre School**
- Registration number 51 onwards does not guarantee your child a place in Pre-School, but ensures your child is registered for Playgroup. (See 'Playgroup places').
- All terms of our fees and charging policy apply; please see our policies on the website at www.littleoakspreschool.co.uk.

START DATES:

If a child is in receipt of 2 year old funding then an earlier start date will be offered in line with the start of their funding but only if we have a space available. This may result in a child attending Playgroup for more than one academic year. This process will be explained to the relevant parents and carers individually. There is no obligation to take the earlier start date and if the parents or carers wish, they can defer until later on in the academic year.

Once a start date has been agreed it may be appropriate to offer a place for the 15 hours (5 sessions) from this start date. This possibility will be discussed with the appropriate parents or carers and a decision made. Little Oaks will, wherever possible, offer the 15 hours, however, if this is not possible parents may choose to either take less hours or share the hours between two settings.

We are happy to admit children in nappies and we will work with parents to help the child become independent at using the toilet, (See nappy changing policy).

PLAYGROUP PLACES:

Places in Playgroup will be allocated based on a child's registration number, and the first 50 children to be registered will be guaranteed a place at playgroup. As things can change from the Registration date (ie families can move away) we can take higher registration numbers. We will inform families who have a higher registration (ie above 50) that they are not guaranteed a place in our Pre School for the following year when registering. Confirmation of this can only be given once the current year's allocation process has been completed, usually in July.

Playgroup places are allocated at an Enrolment event to which all parents/carers of registered children are invited by letter. Parents and carers with the earliest (ie the lowest) registration number are given the first choice of session times and are initially offered a choice of 3, 4 or 5 mornings or afternoons, (dependent on availability).

The letter will clearly state:

- The procedure for the Enrolment event.
- That the consequences of non-attendance will be, that no place will be allocated to the child and that therefore a relative or friend may attend in place of the parent/carer.
- That to secure a place, one week's fees in advance (based on the amount of sessions taken at enrolment) will be payable and then subsequently credited against their first full weeks' fees.

Once a child becomes entitled to early years funding, then additional sessions will be offered, where possible, to allow parents or carers the opportunity to take their full funding entitlement of 15 hours per week. (For example children with a DOB from 1 Sep to 31 Mar can potentially receive their 5 funded sessions before Easter of that term. Children who do not turn 3 until the Summer term, can attend extra sessions (if available) but will need to pay for them until their Pre-school year when they will become fully funded). If demand exceeds the number of additional places available, places will be offered with reference to registration number. There is no obligation to take the additional hours.

For further information please see our fees & charging policy and visit the following website for funding information and eligibility criteria:

<http://www3.northamptonshire.gov.uk/councilservices/children-families-education/early-years/Pages/free-childcare.aspx>

PRE-SCHOOL PLACES:

(for the full school year during which a child will have his or her 4th birthday)

Places will be offered with reference to the registration number (the lower the number the more likely that a choice will be available). This will be for 5 mornings, 5 afternoons or 2.5 full days.

Children will not necessarily be with the same peers in Pre-School as they were in playgroup. It may not be possible to offer all children from playgroup a place within Pre-School (as there are less Pre-school places available than playgroup places). This will be made clear to parents / carers of children with relevant registration numbers at our enrolment event for playgroup parents.

Additional "Paid for" Day Care sessions:

A judgement will be made each year once places have been allocated for Pre-School (as per the criteria set out above) and if any additional spaces become available they will be offered as "paid for" sessions, the cost of which will be set out in the Fees Policy.

FEES:

See our Fees and charging policy.

This policy was adopted at a committee meeting of Little Oaks held on.....

Signed on behalf of the committee.....

Role of signatory.....

This policy was reviewed and updated Jan 2012, Oct 2012, Nov 2012, reviewed Jan 2013, UPDATED August 2013 (to take account of new 2 year old funding), reviewed & updated Oct 2013, reviewed & updated Nov 2013, Reviewed & updated Feb 2014, Reviewed December 2014, Updated Mar 2015, May 2015.
Updated Sep 15 paid day care availability, Reviewed Nov 15, Updated Jan 16, updated March 16, Sept 16