

SOUTHGATE



PRE-SCHOOL

Registered Charity No. 1164820

Admissions

Policy statement

It is Southgate Pre-school's intention to make our setting accessible to all 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

- We ensure that the existence of our pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about pre-school 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 arrange our waiting list in order of application. In addition, our policy may take into account:
 - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two year old children; also to meet the terms and conditions of Suffolk County Councils List of Providers (LoP) in offering Grant Funded Early Education to our local community;
 - the length of time on the waiting list;
 - whether any siblings already attend the preschool; and
 - the capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with the Code of Practice for any local conditions in place at the time.
- We aim to make preschool a welcome place where children settle quickly and easily, because consideration has been given to the individual needs and circumstances of children and their families.
- Children can join our pre-school from 2 years old, but this is on the condition that the staff feel they are at a stage in their development where they are happy to be left in a group environment.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.

Southgate Pre-School is committed to safeguarding and promoting the welfare of Children, young people and adults at all times and expects everybody working within this setting to share this commitment.

- 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.
- Every parent will be given a copy of the Registration form prior to their first visit. These are stored in the child's individual file and all information kept about the child will be treated as confidential.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We want children to feel safe, stimulated and happy in the preschool and feel secure and comfortable with the staff.
- We want parents/carers to have confidence in both their child's well-being, and their role as active partners within preschool.
- An explanation is given of the key worker system when the child starts and each child is assigned a key person who will make observation notes on the child. It is hoped a relationship can be built with the child/family and that we can plan individually for the child from these observations.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy and adhered to.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Parental involvement is encouraged and volunteers are welcomed.
- The committee involvement is explained along with the need for fundraising.
- The first session is chargeable or funded for all new children. Parents/carers are required to stay for the first session. After this we are happy for the parent/carers to stay as long as is needed for the child to settle in, ensuring that our children will enjoy Southgate pre-school as they feel secure and confident in their new environment. This will be discussed with the parent/carer on a daily basis.
- Parents are given Terms and Conditions to read and sign on their child's first session.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

Other useful Early Years Alliance publications

- Seasonal Hello Posters (2006)

Date: September 2024

Review date: September 2025

Signed on behalf of Southgate Pre-school: *S. Charlton (Committee Chair person)*