

Magdalen Gates Preschool Admissions Policy



It is our intention to make our preschool 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 Preschool through open, fair and clearly communicated procedures.

Marketing - We are widely advertised in places accessible to all sections of the community. For example: we have our information and address supplied to new mothers and fathers from the local health visitor, through First Steps Parent and Toddler Group, our information is on the Magdalen Gates Primary School website, North City Children's centre gives out our information and we are on their flyer. Information is on our own website at www.magdalengatespreschool.com.

Enquiries and Applications - please call 01603 665783 to put a child's name on our waiting list. Alternatively, apply online at <http://www.magdalengatespreschool.com/admissions-info-pp/4589677326>

Offer of a place - we make a telephone call to parents / carers when their child's name comes to the top of our waiting list and there is a space available. This may be at anytime during the year. Most places are available from the September after the child's 3rd birthday. In this case, parents / carers will get a telephone call in February / March to ascertain their required hours, at which time they will be offered a place. If the parent / carer takes up the offer, they will be invited to our Open Day in May / June when they will be handed their registration forms, preschool handbook and other information about our preschool.

Home Visits - we offer a home visit to all families where the child has special educational needs or disabilities.

Early Education offer - we offer sessional and full day (from September 2017) early childhood education and care for children from 2 ½ years of age, during term time, for 39 weeks of the year. **All** children are entitled to **15 hours** of funded early education from the term after their third birthday. **Some** children (dependant on parent's circumstances) may be eligible for **30 hours** of funded early education (extended offer) from September 2017. We provide a happy, secure and stimulating environment through which your child can develop an enquiring mind and an appreciation of the world around them. Preschool activities are designed to help your child develop physical, intellectual and social skills as well as being in a happy and comfortable environment. We take

up to 26 children at one time.

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

National parameters on flexibility - Early Education is offered within the national parameters -

- no session is longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

Children with SEND - Please refer to our SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

Additional funding - We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

30 hour offer - please check your eligibility and apply at - <https://www.childcarechoices.gov.uk/>

Childcare provision - we may be able to offer hours above the funded entitlement, if spaces are available, for children from 2 ½ years of age.

Fees - parents / carers who wish to purchase **additional hours** for their children above the 15 or 30 hours entitlement, may be able to do so if there is space available. This costs £4.50 per hour (from September 2017)

Accessibility - We ensure that information about the preschool is accessible - in written and spoken form - and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, through signing or through an interpreter.

Waiting List - We arrange our waiting list in birth date order, therefore older children will be given priority, then secondary priority is given to those children who are living closest to the preschool. We also take into account - the vicinity of the home to the preschool and siblings already attending the preschool

Emergency admissions - We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

Ratios - We follow the regulations stipulated in Early Years Foundation Stage (2017) Statutory Requirements, that we maintain a strict adult:child ratio of at least

1:4 between 2 ½ - 3 years old

1:8 between 3 - 5 years old

Settling in - We encourage a parent, relation or other carer, including childminders to stay with the child for the first session, or until they are both happy or comfortable about the separation. If a child becomes distressed for any reason during their preschool session, then the parent or carer will be asked to return. During their settling in we make detailed observations of children's learning and development in order to plan for their interests and needs.

Equal Opportunities and Inclusion - We describe our preschool and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders. We describe our preschool 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 monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place. We make our equal opportunities and inclusion policy widely known.

Special Educational Needs and Disabilities - We ensure that we actively seek out all training that is relevant and up-to-date, to enable us to provide the best possible care for children with special needs. **Leanne Whiting** is our Special Educational Needs Coordinator (SENCO). We have ensured all of our doorways and access areas are suitable for people with mobility issues.

Opening Times - We are open for 7 ½ hours a day to allow parents / carers to chose flexible hours to suit their needs and to accommodate children who are eligible for 30 hours funded early education. Opening times from September 2017 are 8.30am to 4.00pm Monday to Friday, term time only.

Holidays - We base our holiday calendar on that of Norfolk County Council. All our term dates are on our website (<http://www.magdalengatespreschool.com/times/4588060795>). Term dates may differ from Norfolk County Council recommended ones or from those of other local schools.

School-age children - We cannot guarantee a space for a child in the September after they have turned 4 years of age (the September in which they would go to school)

Documentation required on acceptance of a place - we will need to verify your child's date of birth. Please bring your child's **birth certificate** to their first session.

Claiming funding - a claim form is completed by the preschool, for the parent / carer to sign. Parents / carers will need their address, national insurance number and child's date of birth.

Contracts - a contract will be drawn up for those families who chose to purchase additional hours above their 15 or 30 hours entitlement.

Guidance used - we refer to the following -

- Early Education and Childcare Statutory Guidance for Local Authorities - March 2017
- Early years Entitlements: Operational Guidance For Local Authorities and Providers - April 2017

Policy updated June 19