



Admissions Policy

Author: Michelle Hughes

Reviewed by: Leanne Moriarty

Date of last review: 16/06/2023

Verified by: Brookside Preschool Committee

1. Introduction to Brookside Pre-school's policy on children's admission to the pre-school

Brookside Pre-school aims to ensure that our setting is genuinely 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 setting through open, fair, and clearly communicated procedures.

2. Children's Admissions Procedure

- We ensure that Brookside Pre-school is widely advertised as possible, both within the pre-school's local community and across all areas of Stockport.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form, for example through our leaflets and welcome packs. Additionally, we advertise our setting through our website and Stockport MBC website of registered early years settings.
- An increase in sessions for children who already attend Brookside will be given priority regardless of the waiting list.
- Brookside Pre-school operates a waiting list for parents and carers wishing to register their child with the pre-school. We arrange our waiting list in order of date of application first, and then in birth date order. In addition to this, when allocating places to children, the pre-school first considers:
 - Siblings of those currently attending Brookside pre-school.
 - Children requiring more than 4 sessions (a session being a morning or an afternoon)
 - The age of the child, with priority given to children who are aged 2 and a half years old and over.
 - the length of time on the waiting list.
- We require a deposit to secure a place at Brookside preschool. The deposit is £50 per child and is non-refundable. This amount is deducted from the first terms invoice. Once a place is offered, an invoice will be issued for the deposit with details on how to pay. Places are not secured until the deposit is received.
- Our setting and its practices operate in a way which encourages positive regard for and understanding of diversity – including gender, sexuality, family structure, social class, background, religion, ethnicity, additional needs, or competence in spoken English.
- We monitor the needs and background of children joining Brookside Pre-school using our settings registration form, to ensure no accidental or unintentional discrimination is taking place.

- Through our practices and policies, it is Brookside Pre-school's aim to actively promote diversity and equality for all children and their families.
- 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. The pre-school does request that children attend a minimum of four sessions per week, in order to support children to settle and feel secure in the pre-school.

3. Children with Special Educational Needs or Disabilities (SEND)/Complex Medical Needs.

- We strive to support all children and/or parents with disabilities, SEND or Medical needs to take full part in all activities within our setting.
- Before we can secure a pre-school place for a child, we must discuss with parents' any special educational needs, disabilities, or health care requirements. Primarily, a discussion with parents would be held to consider the following: Is our environment suitable and safe for your child's needs? Is there any additional equipment needed or adaptations to our environment/routine? Do staff need some specialised training such as Makaton or Medical guidance. Do we need to carry out an individual risk assessment to keep your child safe?
- Children's Safety and Welfare is our highest priority. Before confirming your child's place, we may need to seek advice from other professionals or hold a 'team around the child' meeting with parents and other professionals. This would allow all those involved with the child to share information and expertise, ensuring the child's needs can be well supported within our pre-school environment.

Please see our SEND policy for further information.

4. Children's Admissions Particulars and Charges

- At Brookside pre-school, we have 24 children per session. A session is defined as follows:
Morning Session: 9.00am to 12.00am (3 hours)
Afternoon Session: 12.15pm to 3.15pm (3 hours)
Full Day (2 sessions): 9.00am to 3.15pm (6.25 hours / 6 hours and 15min)
Full Day (Funded) (2 sessions): 9.00am to 3.00pm (6 hours)

Snack and consumables fees are **£1 per 3-hour session** which will be included in your invoice each term. A child attending a full day session will be charged a morning and afternoon fee.

****please note that full day sessions are a total of 6.25 hours per day. Government funding will NOT be used to cover the extra 15 minutes per day. Parents have a choice of sessions – either a 3pm finish or if a 3:15pm finish is required, then parents will be charged £1.38 for a full day session to cover this time in-between the AM/PM session.**

- We offer places to children aged from 2 years old up to 4 years (the term before they start Reception at school). Please note that 2-year-old places may be limited.

- Children who are entitled to 2-year-old funding for 15 hours of care, can claim this at our pre-school from 2 years of age onwards.
- 15 hours government funding is available to all children the term after they turn 3 years old.
- The pre-school also accepts a range of childcare vouchers as payment for children's attendance. Parents need to annotate voucher payments with their child's name.
- For the children of families who qualify under the governments criteria for up to 30 hours of funded childcare over 38 weeks (term time), parents must provide their personal code (provided by registering on the Childcare Choices website). This code must be verified by the pre-school before a child can take up their sessions. As set out in the schemes criteria, this code must also be re-validated by parents and re-verified by the pre-school, every 3mths for the child to continue to access their funded sessions.
*****Please note it is the parent's responsibility to renew 30-hour funding codes. The Pre-school cannot be held responsible for changes in eligibility or failure to renew codes on time. If children are no longer eligible for funded hours you will be liable to pay for pre-school fees for your child's sessions.**
- The pre-school provides a snack to children during the morning and the afternoon session (see Healthy Food, Eating and Living Policy). A charge is made for this snack. If parents wish, they can provide their child with a healthy and nutritious snack which the pre-school staff will serve to them during snack time and a charge* will not be made in this instance. Parents must notify the pre-school in advance if they are going to provide their child with their own snack. Ideally children will have the snack provided by pre-school to promote inclusion and trying a range of healthy foods.
- The pre-school does not provide lunchtime meals for children. Parents are to provide a healthy, nutritious lunch for their child in a suitable named container or lunch bag. This will be served to children under supervision by staff.
- Where a child wears nappy, parents are to provide nappies, wipes and nappy bags for the pre-school staff to use specifically for the pre-school.
- Please note that we reserve the right to apply a 'late collection' charge to parents who are regularly late when collecting their child or are significantly late resulting in staff overtime. Please see our late collection policy for details.
- 'Extra sessions' are extra days or sessions on a one-off basis. These are available at the managers discretion if there is space available. You will receive an amended bill for extra session.

*****Important information regarding fees and attendance.**

- Parents/carers' are given an invoice at the beginning of each half-term with a breakdown of fees for the half term ahead. Fees can be paid in full, weekly or via instalments to suit parent's needs.
- Fees must ideally be paid within 2 weeks of receipt but certainly before the end of the half-term. If parents are having difficulties with payments, they need to speak to the Manager to discuss a possible payment arrangement. The Manager reserves the right to refuse the child's attendance until outstanding fees are paid.
- Preferred method of payment is through bank transfer (clearly referenced with your child's full name/initial and surname).
- Children's sessions are booked as a continuous weekly pattern and cannot be swapped at parents' discretion. Permanent increases of sessions can be requested and will be offered as soon as available.

- Brookside Pre-school requires 4 weeks' notice for children leaving the setting or a decrease in sessions, parents will be charged for these 4 weeks regardless of child's attendance.
- Booked sessions will be invoiced regardless of if a child is absent, this includes snack charges.
- Full day sessions are a total of 6.25 hours per day. Government funding will NOT be used to cover the extra 15 minutes per day, parents will be charged £1.38 per full day session to cover this time in-between the AM/PM session.
- Poor attendance may result in children losing their entitlement to government childcare funding. Please contact the Pre-school via text or telephone if your child is going to be absent.