

The Children's Workshop

Admissions Policy

EYFS: 3.28, 3.57

Policy Statement

It is our intention to make the Children's Workshop accessible to children and families from the local community regardless of ethnicity, gender, race, ability, religion or sexual orientation of parents.

Admissions Policy

- At the Children's Workshop we can care for up to a maximum of 68 children per session, up to 5 sessions per week during term time only. The numbers and ages of children admitted to the pre-school comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the pre-school.
- Children are eligible to start at the Children's Workshop in the term of their **third** birthday (September, January or April). Earlier admissions can sometimes be accepted depending upon the social readiness of the child or other particular circumstances, and starting dates can be postponed. Places that are postponed will normally re-join the Registration List*/Waiting List** at the appropriate position relevant to the date of registration.
- We offer places and allocate sessions to new children through our Registration* and Waiting** Lists. Names can be registered at any time and places are offered on a first come/first served basis after the Registration Fee has been paid.
- A completed Registration Form, including Registration Fee must be received in order to add a child to our Registration or Waiting List.
- We are able to offer places to Early Years Free Early Education Funded and non-funded children.
- In order to properly fulfill the pre-school requirements of the Early Years Foundation Stage (Prime and Specific areas), children spending one year with us prior to starting at Primary School will be expected to attend a minimum of 3 sessions a week. Children with us for two years will be required to attend a minimum of 2 sessions per week for the first year then 3 sessions per week for their second.

- Where the full entitlement to the Early Years Free Early Education Funding has been offered, the Children's Workshop reserves the right to withdraw such an offer in certain circumstances:
 1. Where the child will be attending so few sessions that the Children's Workshop cannot fulfill the obligations under the Children and Families Bill 2013 with regard to the Foundation Stage Curriculum.
 2. Where we feel we cannot provide the quantity and quality of Key Assessments, Observations, Records and Evidence of Achievement as required by the Foundation Stage. This applies to both the Prime Areas and the Specific Areas.

- It should be noted that no guarantees can be made but there will be due regard for all circumstances in relation to availability of places.

- Transfer between Blue and Red Group will normally be in order from the original Registration List.

- We are seldom able to make extra sessions/hours available during the year.

- Children can attend either 3 ¼ hr or 4 ¼ hr sessions in Blue Group (9am – 12.15pm or 9am – 1.15pm) or 4 ½ hr sessions in Red Group (9.00am – 1.30pm).

- Children can have extra hours by changing from 3 ¼ hr to 4 ¼ hr sessions in Blue Group if places are available. Sessions cannot be mixed during the week and sessions can not be transferable between children.

- Children are expected to make an accompanied practice visit in the Term prior to starting. The cost for this is included within the registration fee, and it should be seen as an opportunity for Parents/ Staff/Child to get to know each other in a relaxed and supportive atmosphere. During these visits the Actions, Behaviour and Care and Safety (ABACAS policy) of any visiting children remain the responsibility of the parent within the structure of the Workshops. Any further practice sessions will be charged at £10.00/session.

- Prior to a child attending the Children's Workshop, parents must complete and return the 'Important Information' form. These forms provide the pre-school with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

- Whenever possible, staff should not be in the same group as close relatives.

- Wherever possible, staff should not have the children of close friends in their Key Group.

The Children's Workshop

Priority Admissions

- We reserve the right to consider applications for priority admissions over our normal waiting list.
- Priority admissions follow a recommendation from an appropriate professional (for example a GP, Health Visitor, Social Worker or Speech therapist) that entry to the Pre-School would be of real benefit to the child concerned. Such admissions may additionally include looked after children, a child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred pre-school and/or vulnerable children with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework.

* = Registration List – Our initial list of children reasonably certain to be offered a place.

** = Waiting List – Our list of children not guaranteed a place.

This policy was adopted on	Signed on behalf of the pre-school	Date for review
<i>January 2019</i>	<i>JB</i>	<i>January 2020</i>