

Peter Pan Pre-School & Nursery



Building an Educational foundation for today's children in tomorrow's world

ADMISSIONS POLICY

Policy Statement

It is our intention to make our setting 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.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible and provided in written and spoken form. We will provide translated written materials where language needs for families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- We uphold our right to apply a registration fee of £75 as per our pricing policy.
- All children attending Nursery or Pre-School will be automatically subscribed to the Forest School with a non-voluntary charges applied as per our pricing policy.
- We are bound by our encroachment license to provide a set ratio of places between Military and Civilian Families. Where required we will add civilian families to our waiting list to manage the ratio.
- We advise that children attend the setting for a minimum of 2 sessions a week. Less than this does not give enough continuity for a child to settle adequately. Only in exceptional

circumstances will a child be admitted for one session a week. A session is either a morning or afternoon.

- We arrange our waiting list on a first come first serve basis. In addition, we may consider the following:
 - The vicinity of the home to the setting
 - Siblings already attending the setting
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations, and other carers, including childminders.
- We describe our setting practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We describe our setting practices enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family's 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.
- The nursery education funding rules state that "I understand my child could lose their funded place if they do not attend regularly without a reason being provided for their absence". Therefore, if your child has not attended half of their sessions in any half term period (usually 6 or 7 weeks) they will lose their place at the setting unless they have a valid reason (eg letter from doctor in case of serious illness or holiday). If your child has not attended pre-school for 3 weeks without explanation, we reserve the right to offer their sessions to another child after contacting you and discussing the situation.

This policy was adopted by

Peter Pan Pre-School & Nursery

On

10 May 2023

Date to be reviewed

9 May 2024 *or if any changes to procedures occur*

Signed on behalf of the
management committee



Name of signatory

F J Taylor

Role of signatory (e.g. Chair,
Director)

Chair

Gamecock Barracks,
Bramcote,
Nuneaton,
Warwickshire, CV11 6QN
Tel: 01455 222372

Email address: peterpannursery@aol.com

Registered Charity: 1060518