



(Registered Charity 1023351)

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## **Admissions Policy**

### **Statement of intent**

It is our intention to make Bagshot Community Pre-School (BCPS) accessible to children and families from all sections of the local community.

### **Aim**

It is the aim of BCPS that all sections of the community have access to the Pre-School through open, fair and clearly communicated procedures.

### **Procedures**

In order to achieve this aim, BCPS operate the following procedures:

- Ensuring that information about the Pre-School is accessible in both written and spoken form. Describing the Pre-School and its practices in terms that make it clear that all are welcome.
- Describing the Pre-School and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competences in spoken English.
- Making the Pre-School's Equal Opportunities Policy widely known.
- Keeping a space vacant, if this is financially viable, to accommodate an emergency placement.
- Offering funded spaces in line with the current Surrey County Council Provider Agreement.
- The setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Supporting children and/or parents with disabilities to take full part in all activities within the setting.
- Monitoring the needs and background of children joining the setting using the information provided on the Enrolment Form, to ensure that no accidental or unintentional discrimination is taking place.
- Sharing and widely promote our Valuing Diversity and Promoting Equality Policy.
- Consulting with families about the opening times of the setting to ensure that we accommodate a broad range of families' needs.
- Being flexible about attendance patterns and settling in procedures to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability and safety for all the children (and staff), where this complies with the terms of the Provider Agreement.
- In exceptional circumstances, following a Risk Assessment, reasonable adjustments to provision, consultation with the child's parents, and multi-agency support; whilst remaining committed to our

Inclusion policy and the terms of the Provider Agreement, it may be necessary to review sessions for individual children in order to safely meet the well-being needs of the entire cohort. Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

## **Allocation of Pre-School spaces**

BCPS is registered to offer a maximum of 24 spaces for children aged 2 – 5 years, per session. Consideration will be given to the number and age of children on roll per cohort, along with the individual needs of the children and their families. Spaces will usually be offered to join at three specific starting points in September, November and January. Additional starting points may be agreed, subject to space availability, at the Manager's discretion.

1. On initial enquiry via phone, email or the BCPS website, parents are invited to visit the setting, usually during a morning session. During the visit, the Manager will show prospective parents around the setting and provide an overview of the setting ethos and educational philosophy.
2. At the end of the visit, if BCPS is able to accommodate a place for a child, parents are invited to return an Enrolment Form\* and Administration Fee of £30 as soon as possible.
3. If we are unable to offer a place for a child, parents are invited to return an Enrolment Form without an Administration Fee so that the child can be placed on a Waiting List, the £30 is then payable on receipt of an offer of a place.
4. Administration Fees will be refunded to parents, within 4 weeks of their child's start date at BCPS, for children who go straight into funding and do not exceed their total number of funded hours, i.e. 15 or 30 hours. Parents will also be given the option to donate the fee to the Pre-School.
5. BCPS will confirm receipt of the Enrolment Form via email. Pre-School and Waiting List places will usually be offered on a first come, first served basis, in accordance with the confirmed receipt date. Except in exceptional circumstances (e.g. emergency placement via Surrey County Council), Pre-School places will not be held pending receipt of forms and payment. In most cases, confirmation of the start date and session allocation will be provided by BCPS in writing no later than half a term prior to the start date.
6. All children are invited to attend a Settling In session and offered a Home Visit, providing an opportunity to meet their Key Person prior to starting at BCPS.
7. If there is an equal claim to a place on the above basis, then we would consider the following priorities:
  - If a child is FEET Funded
  - Whether siblings currently or previously attended the Pre-School

*\*In line with GDPR, all personal information held by our setting is relevant to the running of our Pre-School and is stored and disposed of securely. Please see a copy of our Privacy policy for more information.*

## **Allocation of sessions**

BCPS offers the following session options:

<b>AM with lunch</b>	<b>08:45 – 12:30 (3.75 hours)</b>
<b>All Day</b>	<b>08:45 – 15:00 (6.25 hours)</b>
<b>PM</b>	<b>12:30 – 15:00 (2.5 hours)</b>

- Children are required to attend a minimum of 2 sessions over 2 days.
- BCPS cannot guarantee to hold places for children should a parent wish to defer the start date for their child.
- BCPS cannot guarantee to satisfy all requests for sessions.
- Priority will be given to children who already attend BCPS in the event that all preferred sessions cannot be accommodated.

### **Changes to sessions**

Parents are required to notify the Pre-School in writing, giving half a term's notice, should they wish to change their child's sessions or if they no longer require their place. Requests to change sessions will incur a £10 Administration Fee and parents may be liable for half a term's fees if they do not provide sufficient notice. This fee will not apply if you are increasing your child's sessions.

Bagshot Community Pre-School reserves the right to change this procedure where appropriate.

### **Further resources**

Seasonal Hello Posters (Pre-school Learning Alliance 2006)  
Surrey County Council Provider Agreement