



Admissions Policy

Kingfisher Preschool exists to serve its local community delivering quality early education to all children and families.

We aim to ensure that all sections of our community have access to Kingfisher Preschool through open, fair and clearly communicated procedures.

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of the preschool is widely advertised in places accessible to all sections of the community.
- We ensure that information about our preschool is accessible - in written and spoken form - and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We arrange our waiting list in birth order. In addition our policy may take into account the following:
 - siblings already attending the pre-school.
 - length of time on the waiting list
 - whether a child is attending another preschool
- The preschool is open to every family in the community.
- No more than 32 children may attend at any one session at Queen Street.
- Children can attend preschool when they reach 2 years old, dependent upon the availability of space, and readiness of the individual child to stay happily within the group.
- A child with 2 year old with funding can start at any point in the term.
- A child with universal 3 and 4 year old funding can start the term after they are 3.
- A child with 30 hour funding can start the term after they are 3 as long as they have eligibility code.
- A child paying fees can start at any point in the term.
- A child can remain with us until the term before they start school.
- In exceptional circumstances a child may continue with us when their peers have already started formal education. This can continue until the term after their 5th birthday.

- Children may attend Kingfisher Preschool for between 1 and 10 sessions per week, these sessions are 3 hours long. Although we have no minimum number of sessions a child has to attend, we suggest no less than 2 to provide the child with continuity and stability. Less than this does not give enough continuity for a child to settle adequately within the preschool. In exceptional circumstances will we admit a child for only one session per week.
- We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We will liaise fully with parents and professionals to ensure that it would be in the child's best interests to attend the group.
- Parents/carers are encouraged to visit with their child shortly before admission is due. Stay and Play sessions will be organised a couple of weeks before admission commences.
- We operate a flexible admissions procedure and where appropriate a child may attend for brief periods at first; gradually building up to a full session.
- If a child is to leave our setting before moving on to school, or to reduce the number of sessions attended, parents must give at least **four weeks notice** of the leaving date in writing. Fees will be payable (or funding claimed by us), until that date.
- Our equal opportunities policy is available on the website and in the parent's handbook.
- Patterns of attendance should remain consistent on a weekly basis. In special circumstances and with prior arrangement with the preschool supervisor occasional flexible arrangements may be able to be made to meet the individual needs of children and families.
- If a child has not attended preschool for 3 consecutive weeks without a reason being provided for their absence we reserve the right to offer their sessions to another child. All attempts will be made to contact you and discuss the situation with you first.

Date: 5th September 2017

Signed:

Kingfisher Manager

Review Date: September 2018

Staff Signatures:

I confirm that I have fully read and understand this policy. I will adhere to and follow the directives laid out in this policy.

