

## Woodhall Farm Pre-school

### Admission for Pre-School, Lunch Club and Holiday Session

#### Policy Statement

At the Woodhall Farm Pre-school 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.

#### EYFS key themes and commitments

Inclusive practice	Respecting each other	The learning environment The wider environment	
--------------------	-----------------------	---	--

- The Woodhall Farm Pre-School admit children from two years until they move to nursery alternatively parents can choose to keep their children at Pre-school until School Reception age.
- We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including child-minders.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- 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.

#### 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, in written and spoken form. We aim to support families with English as an additional language by accessing information via the Local Children's Centre and the surrounding community.

Parents/carers wanting places must fill in a waiting list form.

Pre-school places are prioritised in this order

1. The Children who attend the Pre-school and are accessing the three and four-year-old government funding.
2. The Children who are already attending the Pre-school.
3. The Children who are on our waiting list

The waiting list is prioritised in this order

1. The Eldest children back to the youngest, this gives an equal opportunity for all children to have a place at the Pre School before they move on to nursery or reception.
2. Siblings of children who are attending or have previously attended the Pre-school providing they have reached 2 years and 6months.

In certain cases, children with disabilities, additional needs or from vulnerable families may be given priority.

We cannot guarantee children places at specific times due to the popularity of the fifteen hours funding

If families cannot be contacted with the contact details on the waiting list, then a letter is sent – If nothing is heard from the parents then the child's name is removed from the waiting list and this is documented and kept in our waiting list file.

If you are offered a place and do not require it there is a three-week deadline for a reply and then your place is offered to another child on the list. We cannot guarantee offering your child a place at a later date if the places are filled.

The Pre-school does not offer less than 2 sessions a week as we consider 1 session to be unsettling for the child.

#### **DAY CARE**

Day care is from 9-3pm on Mondays, Tuesdays, Wednesdays, Thursday and Friday for 2, 3 and 4-year-old children

#### **AFTERNOON SESSIONS**

Afternoon sessions are on Mondays, Tuesday, Wednesday, Thursday and Friday only from 12noon – 3pm. These sessions cannot be taken individually unless at the Pre-school Leaders discretion.

#### **THE LUNCH CLUB**

The lunch club serves the Pre School and Holtsmere End Nursery. The admissions policy is prioritised in this order

1. The Pre-school children on the three and four-year-old Government funding
2. The Pre-school children
3. The Holtsmere End Nursery children of **working** parents
4. The Holtsmere End children

#### **HOLIDAY SESSIONS**

Holiday session are subject to numbers and staff availability.

We take children from three to seven years. Places will only be secured with payment.

Policy update by The Woodhall Farm Pre-school 01/04/2021

Mrs A. Kukoyi  
Pre –school Manager

Mrs S. Pomroy  
Deputy Pre-School Manager