

ASHENGROUND COMMUNITY PRESCHOOL



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Southdown Close
Haywards Heath
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Admission Policy

Aim:

We aim to make our Preschool accessible to and inclusive of children and families from all sections of the local community through open and fair procedures. We are open to all individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or language.

We take children from the age of 2 – 4 years old up until they go to primary school – term-time only. Changing facilities are available should the child require changing.

Admission procedure

- A visit is arranged with the Manager of the Preschool, to show prospective families around and answer any questions they may have.
- Application forms will be completed by the family giving details of the days and times they would like their child to attend. An information pack is provided at this point with more detailed information prior to admission.
- Information will be given to parents/carers regarding fees.
- If the parents would like their child to start as soon as possible, they will be asked to complete our application forms.
- We ask for £20 registration fee, where applicable, to secure the child's place. This can be returned once the child starts preschool, on request.
- If the child is receiving the 2 or 3 year old funding or the 30 hours extended entitlement funding, the registration fee will not be charged.
- Where possible, we aim to provide preferred session times or provide alternative days/ times, if these are not available.
- Adult child ratios will always be adhered to.
- If a place cannot be offered at the requested time, the child will be placed on the waiting list. Parents/carers will be informed when the place becomes available.

The Ashenground Pre-school offers Free Funding Entitlement. This includes 2, 3 and 4 year old funding as well as 30 hour Government Extended Entitlement.

Settling children in

The Children will usually have 2 settling in sessions prior to their start, if necessary. This is usually for one hour in the morning. If necessary, more settling in sessions can be arranged. Parents are welcome to stay with their child if they feel more comfortable in doing so. If at any point the child is unsettled during these sessions, the member of staff will inform the parents/carers. During these sessions a contract must be signed, and all other necessary information must be provided.

Children's confidential contact information, medical records, dietary requirements and permission slips will be stored in a locked cupboard and must be in place before the start date.

No child or family will be discriminated against on the grounds of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

In addition our policy may take into account the following:

- Any particular circumstances affecting the family
- Referrals from outside agencies
- Siblings previously or already attending the Preschool
- The vicinity of the home to the Preschool
- Parents are asked to specify preferred days and hours
- Families can choose to add more hours later (e.g. if a child becomes entitled to Preschool Education Funding and is currently only paying for 1 or 2 sessions per week) in the year if there is space but the Preschool does not guarantee to supply these hours.

Lunch

Children should bring their own 'healthy' packed lunch. We provide verbal guidance regarding what is meant by a 'healthy' lunch. The Ashenground Preschool provides mid-morning snack. This might include fruit, vegetable, breadsticks, biscuits, sandwich or anything else made by the children during our baking sessions. Milk or water is available to the children during the session. In some instances, we do not facilitate children to do full day sessions immediately, especially the younger two year olds as we feel that they may not cope with being at the Preschool all day. This is a decision made by the Manager and it will be decided by the individual child's needs.

Notification

Parents may register their interest in a place at the Ashenground Preschool at any time. Information and booking forms are available from Ashenground Preschool, by email ashengroundspreschool@gmail.com or by phoning 07591 309509. **If you would like to view any of our other Policies, please ask a member of staff or visit our website at www.ashengroundpreschool.org**