

9.00 Admissions Policy v1.1

Date agreed by Committee	07/11/2023
Operational Date	08/11/2023
Date last updated	31/10/2023
Review Date	November 2024

Children are eligible to attend Oldfield Pre-School from the start of the term they turn 3 (subject to spaces). Any sessions not covered by Government Early Years Entitlement (GEYE) funding must be paid for by the parents/carers at the stated Oldfield Pre-School hourly rate.. Eligibility for funding depends on age and employment status / income of the parents. More information on this can be found at <https://www.childcarechoices.gov.uk/>

The availability of a place at the setting considers staff/child ratios, the age of the child and registration requirements.

Oldfield Pre-School aims to ensure:

- We offer an accessible service to the Pre-School children living in our local and wider community.
- We advertise our Pre-School in places accessible to all sections of our community.
- Our admissions information is clear and accessible.
- We treat all applications on an individual basis, regardless of gender, special educational needs, disabilities, background, religion or belief and ethnicity.
- We are flexible about session patterns to accommodate the needs of individual children and families.

Registering interest

Parents can register an interest in their child attending Oldfield Pre-School at any time. Registering a child ensures parents are sent an application form at the correct time to take part in the annual admissions process each year. Registering a child does not guarantee a place.

Admissions

- We operate an annual admissions process each year, to ensure that we have a fair, inclusive and clear system for admission to Oldfield Pre-School in line with our constitution, that enables a balance between (1) the needs of the local children in any particular year and (2) the long-term viability of the Pre-School. However, subject to spaces being available, we accept applications for sessions at any point during the year.
- The admissions procedure and management of any waiting lists is detailed in 9.01 Admissions Procedure.
- Children must maintain the minimum of 2 half-day sessions (or 1 whole day) throughout their time at the Pre-School – otherwise their place will be withdrawn.
- Priority is given to children in Vicars Cross or who have siblings in a primary school whose catchment includes Vicars Cross.

- Priority is given to funded places in accordance with the contract with Cheshire West and Chester Council.

All places are offered subject to us knowing and being able to meet any additional or medical needs of the applicant. Oldfield Pre-School will make every reasonable effort to ensure that we can meet the needs of all children to whom we have offered a place, and we have a history of accepting children with additional or medical needs.

If children consistently fail to attend their regular sessions without reason or explanation their sessions may be removed and offered to another child. If these sessions are covered by GEYE Funding, then we are obliged to report this to Cheshire West and Chester Council (CWAC) who operate the GEYE Funding. Irregular sessions will be interpreted as attending less than half their regular sessions during a half term or three weeks continuous absence without explanation. Attempts will be made to contact parents/carers before sessions are reallocated. GEYE funded sessions may only be reallocated with the consent of CWAC.

Appeals and Review

Oldfield Pre-School Committee will review written appeals if parents/carers are dissatisfied with the sessions they are offered. The decision of Oldfield Pre-School Committee is final.

Change Log

Date	Version	Changes Made & Reason	Changes Made By
14/09/2021	1.0	Separated Admissions Policy from Procedure. Includes part of old A1 Admissions	CFB
31/10/2023	1.1	Government Early Years Entitlement Funding Eligibility is changing, so removed explicit statement of eligibility and linked to government information page on eligibility,	CFB

This policy was adopted at a meeting of	Oldfield Pre-School	name of setting
Held on	07/11/2023	(date)
Date to be reviewed	November 2024	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	Claire Brewer	
Role of signatory (e.g. chair/owner)	Trustee	