

# Woodentops Preschool

## 5-Admissions

Aim: To ensure everyone knows our admission criteria.

Woodentops is an Ofsted registered Preschool.

We are registered for up to 28 children in each session, between the ages of 2 to 4 years old.

We offer full and part time places and try to accommodate requests for additional hours and one off sessions where possible. We offer flexible attendance patterns to accommodate the needs of individual children and families. All information about our setting is accessible, clear, concise and, where appropriate, can be produced in different languages.

### Place Allocation:

- Priority is given to children who are eligible for the Universal 15 funded hours and if also eligible the extended 15 hours funding entitlement – this also includes funded two-year-old children.
- We offer funded places in accordance with the Central Bedfordshire Local Agreement.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Places will be on an availability basis, taking note of the sessions required and age of the child.
- Alternative sessions will be offered if the requested ones are already full up.
- Children with siblings already attending.
- Siblings of previous customers.
- We arrange our waiting list in birth order.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting, to ensure that no unintentional discrimination is taking place.

Our intention is to make our setting accessible to all children and families from the community of Potton and the surrounding areas.

We provide care for children with Special Educational Needs and Disabilities. If your child has additional needs, please discuss them with us so that we can ensure that we provide the best possible care for your child.

We communicate to all parents how their child has settled verbally at hand over and through text, WhatsApp and on the Family app.

We are required to monitor the children's attendance and inquire why they have missed sessions. We will phone or text within 30 minutes of their contracted time if the child has not arrived. Ofsted expect us to keep a record of attendances and will ask what we have done about children missing preschool.

If your child is ill, please inform us on the first day of illness. If the child is going to be sick for a long time, please keep us informed of their progress.

This policy was adopted on	25 <sup>th</sup> March 2019
Policy reviewed	31/12/21
Date for review	Jan 23