



CHOLSEY PRE-SCHOOL POLICIES

Policy Name – Admissions
Policy Number – CPS405

Issue date	Reviewed by	Approved by	Next review date
May 2017	Committee	RC	May 2018
May 2018	Committee	RC	May 2019
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Policy Statement

Our Pre-School believes that affordable and local child care should be accessible to children and families from all sections of the local community. We aim to ensure that all have access to Pre-School through open, fair and clearly communicated procedures.

This policy is regularly reviewed and is subject to change due to financial restraints, the fluctuating nature of year-group cohort numbers and the need to keep Pre-School relevant to the changing population of the village.

We aim to operate a fair and transparent admissions policy by implementing clear procedures.

Admissions

- Any child seeking a place at Cholsey Pre-School is eligible to register to start at two and a half years old depending upon available places.
- If there are more children than places available priority is given to children who, turn four years old within the academic year (September to September, FS2 year), live within the school's catchment area and do not attend another preschool or nursery.
- Our waiting list is ordered by date of birth within school year cohorts.
- In exceptional circumstances (following advice from other agencies) places will be offered at the discretion of the staff and Pre-School management committee.
- We reserve the right to accelerate the admission of the children of Committee members in order to fulfil our legal obligations of parent participation, especially in the key roles of Chairman, Treasurer, Secretary, Health & Safety and Fundraising. This is to be limited to those Committee members who are actively involved in the running, administration and policy making of the Pre-School. Children will not be accelerated out of their cohort and joining the Committee will



not guarantee an accelerated place for any children of the person joining the Committee.

- We ask all parents complete a registration pack, including medical, photographic, internet and sunscreen permission forms before their child begins attending Cholsey Pre-School.

Sessions

- We will offer five sessions to FS2 children, either morning or afternoon, with the possibility of one or two full days.
- We require FS2 children starting Pre-School to attend at least 2 sessions.
- We aim to offer children who start Pre-School at two and a half years old, two afternoon sessions. This may increase to five afternoon sessions the term after they turn three, providing space is available.
- If extra sessions become available we will advertise these spaces to parents.
- Once a child has been accepted at Pre-School, the parent/carer will be notified of the start date and a registration pack will be issued.
- The Pre-School requires **one term's notice in writing** if a child no longer needs one or all sessions, other than if starting school.