



Admissions and Application to Join

Policy Statement

It is our intention at Cricklade Pre-School Playgroup to accept any child, aged between 2 years and school age, into our Pre-School on an equal opportunity basis. We aim to ensure that all sections of our community have access to the Pre-School through open, fair and clearly communicated procedures.

Admissions

Procedures

- We ensure that the existence of our Pre-School is widely advertised in places accessible to all sections of the community. We will advertise on social media, our website, **in the Cricklade chronicle** and, when possible, in the Town Guide.
- Whilst we try and take every child who wishes to come to Cricklade Pre-School we will consider siblings already attending the setting and the vicinity of the home to the setting if the Pre-school is operating at near capacity.
- We describe our Pre-School and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders and values the contributions that they make.
- We describe our Pre-School and its practices in terms of how it treats each family and how it meets each child's individual needs.
- We make our Equal Opportunities Policy known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.
- 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.

Children with SEND

- The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.

- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

Safeguarding/child protection

If information is provided by the parents that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

Parents are advised on how to access the setting's policies and procedures.

Application to Join

Procedures

Once the Pre-School has been contacted by parents or carers regarding a child, the Pre-School will either –

- add the child to the waiting list until such time as they are old enough to attend or
- arrange a date and time, that is convenient for both parents and Pre-School, for the child and parents to visit.

At the Pre-School visit the parents will be met by a member of the management team and they will be shown around the Pre-School; their child will be given the opportunity to join in with the play activities and with the other children when and where possible.

At the visit we will introduce the parents to –

- The methods of care and development used within the Pre-School
- The fees payable and how free entitlement will apply to them
- The registration documents, permission forms and child identification documents required.

If parents require help completing registration documents this assistance will be offered discreetly.

- Once a child has been registered with the Pre-School, sessions of attendance and the settling-in method will be agreed between the parents and the Pre-School.
- Registration documents, permission forms must be completed and returned to the Pre-School before the child's first registered session. The child's ID must also be shown to a member of staff at this time.
- Should you decide you no longer need the place we will not retain the details on your application form (please see our Privacy Notice).

Further guidance

September 2024 early education and childcare entitlements expansion

Operational guidance for local authorities and providers;

- <https://www.gov.uk/government/publications/early-years-funding-2025-to-2026>