



## **Waiting list and attendance policy**

### **Policy statement**

All parents/guardians are welcomed into the pre-school. Enquiries made either by phone or in person will be handled by the Manager, who will provide detailed information about the pre-school and the fee structure.

Parents are encouraged to visit the pre-school and meet our staff at any time within pre-school hours, although we ask that appointments be made in advance.

The numbers and ages of children admitted to the pre-school comply with our Ofsted registration. We operate an inclusion and equality policy and ensure that all children have access to pre-school places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents. All individual applications are considered and any reasonable steps will be taken as required by the Special Educational Needs and Disability Discrimination Act 2001 to allow access to the pre-school for all children, parents/carers and staff.

We ask that children attend at least 1 full day and ideally 2 days a week. We feel that this gives the children the best chance to experience the preschool routine and activities and also to build friendships.

### **Procedures**

After visiting the pre-school, if a place is required, an application form must be completed and the registration fee and deposit paid (as this secures your child's place).

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
- When the application is received (please see below for further detail on how we operate a waiting list)
- If the child is in receipt of 15 hour funding and not yet receiving their full entitlement either through the pre-school as a sole provider or through dual settings. 3 and 4 year old funded spaces are given priority over funded or non funded 2 year old spaces
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

If no immediate place is available details will be placed upon the waiting list.

Children will always be supported when first starting preschool to ensure they are ready to stay for a full day, as per our settling in policy.

If children are not able to stay for a full day, we will review the admission on a case by case scenario and if it is appropriate to offer a half day we will try to support this but children will only be able to stay for lunch if they are in for a full day.

### **Deposit and registration fee**

We require a non-refundable £20 registration fee and a £50 deposit to secure your child's place. The £50 deposit is refundable and is refunded or issued as a credit on the first month's invoice.

### **Waiting List**

We operate a waiting list such that if we are unable to offer a place for a child, we will add their name to the waiting list, together with the date that we received their completed registration form and fee. Places will then be allocated on a first-come-first-served basis taking into account the needs of the pre-school and the spaces we have available.

When a place becomes available, it will be offered to the parent. Because we are only able to offer a limited number of 30-hour funded spaces (please see the 30 hour funding policy), then when a space becomes available, it is not guaranteed there will be 30-hour funding associated with it. If funding is available, the parent / caregiver will be offered the space with associated funding (assuming they qualify), or if no funded spaces are available then it will be offered on a privately-funded basis. If no funding is available, and the parent / caregiver decides to turn down the offer of a place on that basis, they can elect to remain at the top of the waiting list and wait for the next funded space available.

We review our waiting list regularly, and in order to keep it up-to-date we may, from time to time, contact parents by e-mail or telephone, requesting them to confirm that they wish to remain on the pre-school's waiting list and asking them to advise us if they require any changes to be made to the sessions specified in their registration form.

We advise parents that, should we not hear back from them within a specified time period, their name will be removed from the waiting list.

Parents are requested to keep us updated on any changes that may affect their child's application and to keep us up-to-date with their contact details.