



Ladybirds Preschool Admissions Policy (Revised 4th November 2024)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

At Ladybirds Preschool it is our intention to make Ladybirds Preschool genuinely accessible to children and families from all sections of the local community. We manage our admissions serving from the preschool in Salisbury and the local communities of surrounding Bishopdown, Longhenge, Old Sarum and beyond. The setting is managed by the same leadership team who ensure Ladybirds Preschool's ethos, standards and routines are maintained.

We are pleased to provide the opportunity to meet your childcare needs and, while we will try to facilitate your preferred days and times, please be aware that your child may be offered alternative sessions if we are unable to offer your preferred days and times.

Procedures

Ensure all sections of our community have access to our preschool through open, fair and clearly communicated procedures

- Ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request
- Aim to accommodate parents' needs
- Ensure our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability – whether gender, family structure, class, background, religion, ethnicity or competence in spoken English
- Support children and/or parents with disabilities to take part fully in all activities within our setting
- Describe our preschool and its practices in terms that make clear that we welcome fathers and mothers, other relations and carers (including childminders) and people from all cultural, ethnic, religious and social groups, with and without disabilities
- Whenever possible, be happy to accept children with special needs. Each application will be considered individually, taking into consideration the best interests of the child and the other children in the preschool

- Reserve the right of the management committee to consider individual applications on appeal and to admit a child or refuse a place based on specific circumstances
- Monitor the gender and ethnic background of children joining the group on the registration form to ensure that no accidental or unintentional discrimination is taking place
- Ensure our Equality and Diversity policy is made available on our website
- Accept Nursery Education Funding, depending on individual children's eligibility. Children taking a place in their academic year preceding school are preferred to take a minimum of 12 hours with us. Sessions are organised into a variety of different options; places within each option are limited within each option and allocated ensuring the stability of the preschool. There may be some flexibility to offer more or fewer sessions to children when particular circumstances arise, or sessions become available
- Offer a minimum of two sessions to each rising three-year-old taking a place due to limited availability. There may be some flexibility to offer more or fewer sessions to children when particular circumstances arise, or sessions become available. Due to a lack of places children are rarely able to access their full 15-hour funded entitlement until they are in the year preceding their school entry, when they will be required to take a preferred minimum of 12 hours at Ladybirds Preschool
- Admit children from a minimum age of two-years-old, dependent upon the availability of space and readiness of the individual child
- Support the admission of two-year-old children with government funding when space allows. Two-year-old funding is NOT available for all two-year-olds, and families must meet strict criteria to be eligible. Funded two-year-olds are entitled to 15 hours a week and we endeavour to accommodate this depending on availability of spaces.
- Require a £50.00 deposit (if your child is not funded) to secure your child's place at Ladybirds Preschool, which will be taken off your first full terms payment. This payment will not be refunded if you later decide not to take up your child's place

As the charity run community preschool serving the Salisbury, Old Sarum area we aim to offer as many of our places as possible to local children. However, in order to maintain the very high level of care and education we provide we are limited by three important factors:

1. The working ratios of staff to children (1:8 for 3+ and 1:4 for 2–3 year-olds)
2. The financial viability and sustainability of the pre-school (especially the management and wellbeing of staff)
3. Available spaces are designed to support children who are rising 3 and rising 4. More spaces are allocated to the older age group. This is to ensure sustainability of the preschool as the children move on to school

Therefore, we offer places in the following order of priority:

Rising 4's

(in the academic year immediately preceding entry to an infant/primary school)

1. Children who will be four on their next birthday

Rising 3's

(two/three academic years preceding entry to an infant/primary school i.e. two/three years at pre-school)

1. Children who will be three on their next birthday depending on their start date
2. Children who will be three on their next birthday
3. Children who will be two on their next birthday

Older Children

Ladybirds Preschool is registered to take children up to the age of five. We do not guarantee spaces for children to continue in pre-school when they have been given a due date for starting the school reception year. However, in exceptional circumstances, we may accept a child who could otherwise start reception in September for up to a fulltime position until their fifth birthday. This is entirely at the management's discretion in consultation with parents and supporting professionals where appropriate.

- Other preschool admissions may be considered at the discretion of the management committee and lead practitioner
- A place at Ladybirds Preschool does not entitle a child to a place at their child's chosen primary school
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn
- Places will not be held open, within an academic year, for a child not yet old enough to attend preschool, or until the term after their third birthday, regardless of their position on the waiting list

Other Related Policies & Procedures

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Acceptable Use Policy*
- *Administration of Medicines Policy*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Confidentiality and Client Access Policy*
- *Data Protection Policy*

- *Diversity & Equality Policy*
- *Early Years Pupil Premium Policy*
- *Employment & Staffing Policy*
- *Equal Opportunities Policy*
- *Fees, Charges & Non-Payment Policy*
- *First Aid Policy*
- *Food & Drink Policy*
- *Health & Safety Policy*
- *Information Sharing Policy*
- *Jewellery Policy*
- *Key Person & Settling In Policy*
- *LADO Policy*
- *Looked After Children Policy*
- *Managing Children & Staff with Allergies Policy*
- *Medicine Audit Policy*
- *Mobile, Camera & Social Media Policy*
- *Nappy Changing Policy*
- *No Smoking Policy*
- *Outdoor Play Policy*
- *Outings & Visits Policy*
- *Parent Involvement*
- *Parents, Alcohol & Drugs Policy*
- *Photograph and Video Policy*
- *Physical Contact & Handling Policy*
- *Physical Environment Policy*
- *Positive Behaviour Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Risk Assessment Policy*
- *Safeguarding & Child Protection*

- *Security Policy*
- *Sen/Inclusion Policy*
- *Staff Behaviour Policy*
- *Staffing & Volunteers Policy*
- *Student Placement Policy*
- *Suitable Persons Policy*
- *Toileting Policy*
- *Transfer of Records Policy*
- *Uncollected or Lost Children Policy*
- *Usage, Storage & Retention Policy*
- *Vaccination Policy*
- *Working from Home*

This policy will be monitored and evaluated at committee meetings. It will be reviewed bi-annually and unless new legislation or an incident occurs which requires an immediate review of this policy

November 2024

Review Date: November 2026

This policy was adopted by the committee on

Signed: *Jean De Jarvis* _____

Reviewed Date:

Signature:

Amendments: