



Admissions and Attendance Policy

Statement of intent

It is our intention to make our setting accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions procedure:

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We arrange our waiting list in birth order. Within that list a higher priority is given to siblings – past and present – and to children who do not attend other childcare settings.
- Our strong preference is for children to attend for a minimum of 3 mornings as we find that children settle more quickly, get to know other staff and children better, and feel more at home at pre-school if they do. But we recognise that some parents may want to take less than three mornings to start with and we can be flexible if parents want to build up hours over half a term or for children who are starting at just turned two years old.

Attendance requirements

- From the term they become eligible for the 15 hours of Free Entitlement (the term after they turn three), **all** children must take their **full 15 hours**.
- Children accessing the 30 hours funding must attend a minimum of 17¼ hours (the equivalent of 3 full days).
- Children aged 2 – 3 must attend a minimum of two mornings per week – although 3 mornings is the norm and is much preferred.

This policy was adopted at a meeting of

Child's Play Pre-School

name of setting

Held on (date)

01/02/15

Signed on behalf of the Proprietor

Role of signatory

This policy was reviewed on

07/08/22

(date)