



1. Admissions Policy

Statement of intent

It is our intention to make Yaddlethorpe Pre-school accessible to children and families from all sections of the local community.

Our aim

At Yaddlethorpe Pre-School we aim to provide a welcoming, safe and inclusive learning environment for all children aged two to four years (school age). We follow the principles of the Early Years Foundation Stage (EYFS) and the Equality Act 2010, ensuring equal access to our setting regardless of background, needs or ability. All sections of our community will have access to the setting through open, fair and clearly communicated procedures

Method

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

- We accept children from their second birthday both funded and fee paying, children will transition to primary school following their fourth birthday up to the 31st of August.
- We offer government funded places in line with national policy, all children aged 3 and 4 are entitled to 15 hours per week. Eligible working families of 2,3 and 4 year olds are entitled to 30 hours. 2 year old children who meet the government criteria are eligible to 15 hours.
- Funded hours are offered term time only (38 weeks per year) Parents must provide their funding code before the start of term.
- Additional hours may be available beyond the funded hours, subject to availability. Fees will be charged on a monthly basis and detailed in our non-payment of fees policy.
- Places are allocated on a 'first come, first served' basis, however where demand exceeds the number of places priority may be given to children with additional needs, children identified as 'children in need', looked after children, already have a sibling attending the setting and proximity to Pre-School.

- Parents/carers will complete an application form and will return to the Pre-School office, when a place is allocated parents/carers will be informed of the earliest possible start date. Proof of the child's date of birth and home address will be required. Where applicable parents must provide their funding eligibility code and National Insurance number.
- We are committed to inclusive practice and will make reasonable adjustments to support children with disabilities, medical conditions or additional learning needs. We work in partnership with parents and external professionals to ensure each child thrives.
- Between the age of two and three practitioners carry out a statutory two year assessment of all children. Where possible this assessment will be carried out with a Health Visitor/community nursery nurse, parents/carers and the child's keyperson. In the event the Health Visitor has already completed their assessment the child's keyperson will complete their assessment with the parents/carers and a copy shared with the Local Authority Early Years Team.
- Yaddlethorpe Pre -School reserves the right to withdraw the offer of a place if:
 - False or misleading information is provided.
 - Funding codes are not provided on time.
 - Fees remain unpaid without agreement.
- A list of our policies and procedures are made available to parents, individual copies will be printed upon request.

