



Admissions Policy

The pre-school is open to all families in our community and is registered to accept 20 children per session, to include up to 8 under the age of 3 years. The pre-school is open, term time only, on Monday 10.45 – 3pm, Tuesday, Wednesday, Thursday and Friday from 8.45am – 3pm. The waiting list is operated on a first come, first served basis.

Admission into Kingston St Mary Pre-school does not give any child the entitlement to attend Kingston St Mary Primary School.

Starting criteria.

The starting age can be in the half term the child is 2 years 6 months. Admissions are accepted throughout the whole year. Once a child is accepted into the pre-school his / her place is secure for their duration (links to Early Years Entitlement, Fees and Payment Procedures).

Duration

Children can attend the Preschool until the 31st August following their 5th birthday. This would be discussed and agreed on an individual basis.

30 hours Entitlement

The preschool has registered with the Local Authority to offer 5 places of 29 hours per week. Further required places may go on a waiting list and be decided on an individual basis. The deciding factors would be if any further places given would reduce the numbers of children whose parents do not meet the criteria and / or reducing the number for younger children to attend. Parents are advised to apply for funding in the term prior to their child turning 3. Further information on funding is given to parents when registering their child to start. The preschool will work in partnership with other settings.

The Preschool must receive the child's birth certificate and all required registrations forms completed before the child can attend.

The Committee recognizes that other extenuating circumstances may arise and all other possible intakes not covered by this policy must be referred to the committee.

Admission Procedure

Before Child Starts

- All Registrations forms including consent form if the child attends another setting. Early Years Entitlement, Entitlement registration forms to be completed.
- Birth Certificate (full one if possible) to be brought in to be copied.
- Sessions to be discussed and confirmed. Early Years Entitlement (30 hours) /Pupil Premium/ 2year funding / invoicing to be discussed and confirmed, taking into account if the child attends Another setting.

After the Child has started

- After the first 2 weeks, staff will allocate a keyworker.
- Keyworker will introduce themselves to parents (give a leaflet about themselves) and begin file on child.
- Communication book will be offered.
- Home visit may be offered.
- If we are made aware of the child attending another setting the Keyworker will send off letter of consent to the setting. Possible communication book will be set up. If no response from setting within 2 weeks Keyworker to follow up with phone call.
- Observation Sheet on all developmental areas will be completed within 2 weeks of being allocated to assess a starting point of development.
- At around 6 weeks keyworker will arrange first parent consultation.
- End of first term the keyworker will start an individual tracker on the child. If under 3, Prime areas will be focused on. However all areas will be observed and monitored on all children regardless of age.
- 2-3 year check will be completed if child within age range.