

**General Welfare Requirement: Organisation**

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

# Little Elves Community Pre-School

## Administration

### Admissions

#### Policy Statement

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

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

#### Procedures

- Admissions are managed by Donna Beynon, Pre-School Administrator.
- Children may start at our setting from the age of 2 years and 9 months, subject to availability.
- Children in receipt of government funding, and therefore eligible for the Extended Flexible Entitlement of 15 hours per week, are given priority. Funding is received from the start of the term **following** your child's third birthday.
- In the event that our setting is oversubscribed, places are offered in the following priority order:
  - Children in receipt of government funding and eligible for the Extended Flexible Entitlement
  - Date of birth for all other children

- All eligible families will be offered their full entitlement of 15 hours per week, subject to availability.
- Our setting actively encourages all eligible families to make full use of their 15 hours entitlement.
- Families who not accept their full entitlement may be unable to increase their hours during the academic year but will be offered their full entitlement the following September.
- The minimum hours of attendance is six (2 sessions).
- We endeavour to offer you the hours of your choice and where we are unable to do so, alternatives will be offered. Where the alternative is not suitable, you may be placed on a waiting list. Waiting list hours are offered on a first come, first served basis in date of birth order with funded children taking priority.
- Places are not kept open. If a child does not start when offered a place, their hours will be offered to another child.
- A deposit of £25 is required and will be refunded once your child starts at the pre-school or if we are unable to offer your child a place. The deposit will not be refunded if you subsequently decide not to accept the place.
- In the event that no spaces are available, a list of alternative pre-schools will be made available to you.
- We will liaise with any other setting which your child attends. This also includes childminders.
- 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 monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- We are flexible about methods of payment of fees and individual payment plans may be agreed with Donna Beynon, Administrator.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

- Changes to sessions and one-off swapping of sessions must be agreed by the Administrator and may not be made through private arrangement between families.

This policy was adopted at a meeting of	Little Elves Community Pre-School	
Held on	31 March 2011	(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory	Victoria Rawlinson	
Role of signatory (e.g. chair/owner)	Chairperson	

**Other useful Pre-School Learning Alliance publications:**

- Seasonal Hello Posters