

Collaton St Mary Pre-School

The Parish Rooms, Blagdon Road, Collaton St Mary, Paignton TQ3 3YA

Admissions Policy

Policy

It is our intention to make our Pre-School genuinely accessible to children and families from all sections of the local community, in order to accomplish this, we will:

- Ensure that the existence of the Pre-School is widely known in all local communities. We will place notices advertising the Pre-School where all can see them, in more than one language if appropriate.
- Arrange our waiting list in order of date of birth with priority given to the time a child has been on a waiting list. In addition, we will take into account if the child has a sibling attending Pre-School at the same time and the vicinity of the home to the Pre-School.
- Keep a place vacant, if this financially viable, to accommodate emergency admissions.
- Describe the Pre-School and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders and people from all cultural, ethnic, religious and social groups, with or without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make sure that our equal opportunities policy is widely known.
- Consult with families about opening times of the Pre-School to avoid excluding anyone.
- Continue to consult local parents to ensure that the group goes on meeting the changing needs of the local community.

Procedure

- Parents can complete a 'Registering an Interest Application Form' which can be found on the Prospective Parents area on the Pre-School website. In addition, parents should read and agree to the Waiting List Privacy Notice and return either online, or the form can be printed out and returned by post.
- Alternatively, parents can contact us on 01803 668810 to request a form which will be sent out to you, to be completed and returned to us. Once completed and the form is received your child's name will be placed on our waiting list.
- Please be aware that completion of this form does not guarantee a place for your child, and you will receive a telephone call from the admissions co-ordinator to discuss your application, during the term before you have applied for a place.
- Places are offered for the beginning of the Autumn or Spring term after a child's second birthday. September and January start.
- Once allocation of sessions have been made for Autumn and Spring terms no session will be taken away should an older child require a place.

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- The Registering an Interest Application Form will be retained until your child starts with us.
- If a place has been offered for your child to start and you no longer require the space, you should inform us as soon as possible.
- An open visit will be offered for you to come and visit the setting with your child before they are due to start, so that you can meet staff members and look around the setting.
- You will then receive a welcome pack with forms requiring you to supply further information and family details which need to be completed prior to your child commencing at Pre-School.

This policy was adopted at a meeting of the Collaton St Mary Pre-School Trustees.

Date

Signed

Position

Review date