



High Legh Preschool Nursery Admissions Policy

High Legh Preschool Nursery is officially registered with Ofsted to accept children from 6 months to five years. We are also registered on the Childcare register and can accept children over the age of five.

Our staff ratio reflects the requirement of one adult to three Children aged 6 months to two years one adult to four children in the two to three age range and one adult to eight children in the three to five age range.

We have 8 places allocated for children under 3 years of age, this is to ensure there are adequate spaces for children who will be starting reception in the Autumn term. At High Legh Preschool Nursery we do not discriminate against a child or their family, or prevent entry to our setting, based on a protected characteristic as defined by the Equalities Act 2010. These are:

- disability
- race
- gender reassignment
- religion or belief
- sex
- sexual orientation
- age
- pregnancy and maternity
- marriage and civil partnership.

We do not discriminate against a child with a disability or refuse a child entry to our setting for reason relating to disability. Care will always be taken to make sure that no prejudice or discrimination takes place or is even implied. We act against any discriminatory behaviour by staff or parents if someone is treated less favourably because of a protected characteristic as stated above. If the number of places required exceeds the number available,

We will take into account the following: -

- The age of the child, with priority to those eligible for the free entitlement – including eligible two-year olds

- Referrals from outside agencies
- Siblings previously or already attending High Legh Preschool Nursery
- Circumstances affecting the family.

Visiting sessions/enrolment

It is the policy of High Legh Preschool Nursery to invite parents to an initial visiting session with their child, prior to attending Preschool to give an insight into the Preschool's practices and procedures. Further visiting sessions will be arranged if a parent chooses to register their child. Parents will be asked to fill in an 'Including Me' plan prior to or during this first visiting session. This will be completed with a member of staff and will determine how we will accommodate all the child's needs. If a child has any significant needs an 'Action for Inclusion' meeting will be arranged to fully discuss any actions that may be needed for the child to be fully included into Preschool. High Legh Preschool Nursery recognises all children's needs are different and our visiting sessions are tailored to the individual parents and children. Once the Preschool Supervisor is satisfied that all the child's need can be met, parents may choose to leave their child for all or part of these visiting sessions. Parents and staff will decide the best way to integrate the child into the Preschool routine. Subsequent visits will be determined at the end of each session until the child is ready to attend a full session. Typically, children attend a shorter two-hour session 9.15am – 11.15am until settled into the Preschool routine. These settling in sessions are free. If a child attends a full session or attends for a meal, then charges will apply. Wherever possible once a child has settled, parents will be invited to have a short meeting with the Preschool Supervisor or Deputy. This will avoid parents being overloaded with information and give the opportunity to address any issues they are unsure of. Parents will be given a brief insight into the Preschool's policies and procedures during these visiting sessions. All policies will be made available on the Preschool website and parents will be made aware of this, any parent who does not have access to the website will be able to request paper copies of the Preschool policies.

Attendance

See Attendance Policy also Wherever possible preferred sessions are allocated, this may not always be possible when demand exceeds places or current staffing is not adequate to accommodate the additional number of children attending.

Children attending school during that academic year will be given preference to increase the sessions they attend in addition to their FEEE if sessions are available.

The upper age that High Legh Preschool Nursery is registered to accept children up to the age of 5 years. According to government policy, at the Supervisors discretion in consultation with parents and supporting professionals where appropriate, we may accept a child who could otherwise start reception in September for a place until their 5th birthday.

Fees may be payable if funding is not available.

Failure to comply with terms and conditions may ultimately result in the provision of a place being withdrawn.

Admissions Policy March 2020