

St Mary's Preschool



Preschool Admissions Policy 2024/2025

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.

Key facts:

- St Mary's Preschool provides care for two year olds to when they start school, term time only.
- Our Preschool admits eligible funded two year olds, from the term after their second birthday.
- Unfunded two year olds from the date of their second birthday.
- Funded three and four year olds for 15 hours a week or where eligible for 30 hours a week.
- Eligibility for two year funding, 30 hour funding and tax free childcare can be checked on www.childcarechoices.gov.uk.
- Additional hours can be paid for, this is dependent on spaces being available- Please see charging policy.
- All admissions are subject to spaces being available.
- Each child will be offered a personalised settling in plan.
- Please note that attending St Mary's Preschool does not give priority to being offered a place at St Mary's RC Primary school and all families will need to apply for a school place through the application process.

Procedures:

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- Where possible we will provide translated written materials where language needs of families suggest this is required. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- We endeavour to keep a space vacant, if this is financially viable, to accommodate an emergency admission.
- We describe how our setting and its practices in terms that make it clear that it welcomes both Fathers and Mothers, other relations and other carers, including child-minders.

- We discuss how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We explain how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.

Preschool admissions:

- We arrange our waiting list in date of birth order.
- In addition, our policy may take into account the following:
- Looked after children.
- Emergency admissions.
- The date the application form was submitted to the waiting list.
- Siblings who already attend the setting or St Mary's Catholic Primary school.
- Parents/Carers will be asked to specify their preferred hours on their application form, although we will make every effort to accommodate these, we cannot guarantee availability. Therefore you could be offered different hours/days.

- Date to be reviewed- July 2025 By Katie Beiser.