

# POLLYANNA PRE-SCHOOL

## ADMISSIONS POLICY

### Statement of Intent

It is our intention to make our setting accessible to children and families from all sectors of the local community. We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

### Procedure

Pollyanna accepts children from their 2<sup>nd</sup> birthday to school entry age.

We encourage and welcome children from all backgrounds, regardless of ethnicity, language, gender, religion, or disabilities.

We have a waiting list in date of birth order. A non-refundable administration fee is charged when a Waiting List Application form is completed, however, this does not guarantee a place, and applies only for children not already eligible for Government Funded Sessions.

The waiting list is arranged in birth order and in addition may take into account the following:

1. Children of staff
2. Children in receipt of 2-year funding
3. The age of the child with priority being given to children eligible for the free entitlement
4. Children already attending will be offered additional hours, subject to availability.
5. Siblings already attending the setting
6. The vicinity of the home to the setting
7. The capacity of the setting to meet the individual needs of the child

*Special consideration may be given to siblings of children already attending the setting and children with any special education needs.*

- Children can start at any point during the term if a space is available, however, they must attend a complete week's sessions.
- The minimum number of sessions a child may attend is two sessions or one whole day per week.
- We aim to offer all children their requested sessions, but if the setting is at full capacity this may not be possible. Parents are reminded that their free entitlement funded hours per week may be taken with more than one provider. This is only applicable if both providers are term-time providers as Pollyanna Pre-School are a term time setting.
- Each session will take up to thirty-six children.
- We will consult with families about any changes to the times of the setting, whenever possible. However financial viability of the setting may on occasion necessitate certain changes.
- Pollyanna Pre-School is separate from Stoke Mandeville Combined School and admission into Pollyanna Pre-School does not infer admission to Stoke Mandeville Combined School.
- Parents are able to request additional sessions during the current academic year, however, these are subject availability.
- Pollyanna Pre-School are unable to amend or change individual allocated sessions, whether they are funded or paid, however a child can add a session, but this must be arranged and paid for in advance and is dependent on availability. Permanent session changes are permitted – see below.

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- If a child is off due to holiday or sickness, no alternative session will be offered, and no refund will be given for funded or paid children.
- Where Pollyanna Pre-School does not hold a normal session due to an event, for example, the Summer Party and Leavers Ceremony. Pollyanna will give a minimum of 4 weeks' notice to parents. Fee paying children will only be charged for the hours of this session.
- If parents wish to permanently change a session, a minimum of one full weeks' notice must be given and is subject to availability and an administration fee of £15
- Pollyanna Pre-School have the right to reduce / withdraw a child's funded sessions from the register should the child's attendance consistently fall below 50% of a term. This is a requirement from the Bucks County Funding Team.

### Review and Approval

This policy was adopted on: \_\_\_\_\_

Signed by Management Committee:  \_\_\_\_\_

Print Name: Carl Sautereau \_\_\_\_\_

Date of Renewal: September 2024 \_\_\_\_\_