



Admissions Policy

January 2019

Waiting List

The pre-school operates a waiting list when sessions are not available.

We will give preference to children living nearest to the Pre-School, according to the following rules in this order of priority:

1. Children who are due to start school the next school year, who have statements of special educational need or are in public care.
2. Children who are due to start school the next school year, living in the area served by the Pre-School.
3. Children who are not due to start school the next school year, who have statements of special educational need or are in public care.
4. Children who are not due to start school the next school year, living in the area served by the Pre-School who have a brother or sister attending the Pre-School at the time of their admission.
5. Children who are not due to start school the next school year, living in the area served by the Pre-School who have no brother or sister attending the Pre-School.
6. Children who are due to start school the next school year, living outside the area served by the Pre-School.
7. Children who are not due to start school the next school year, living outside the area served by the Pre-School who have a brother or sister attending the Pre-School at the time of their admission.
8. Children who are not due to start school the next school year, living outside the area served by the Pre-School who have no brother or sister attending the Pre-School.

When a session becomes available once the school year has started, children currently attending Pre-School will be given priority using the following criteria:

1. Children who are attending 1 session at Pre-School due to start school the next school year.
2. Children who are attending 1 session at Pre-School and are not due to start school the next year.
3. Children who are attending 2 sessions at Pre-School and are due to start school in September
4. Children who are attending 3 sessions at Pre-School and are due to start school in September
5. Children who are attending 4 sessions at Pre-School and are due to start school in September
6. Children who are attending 2 sessions at Pre-School and are not due to start school in September
7. Children who are attending 3 sessions at Pre-School and are not due to start school in September
8. Children who are attending 4 sessions at Pre-School and are not due to start school in September

Should more than 2 children fit into one category then places will be allocated in order of date of birth within the academic year. Children with Statement of Special educational needs will be given priority in each category.

Area served by the Pre-School: Stoke Holy Cross, Caistor St Edmund, Dunston, Markshall, Shotesham All Saints, Shotesham St Mary, Upper Stoke.

If twins, triplets and other multiple birth siblings are at the top of the waiting list and only one place is available, the other siblings will remain at the top of the list until they can be offered a place, even if another child with a higher priority joins the waiting list.

'Brother' or sister means brothers or sisters living at the same address, including adopted children, stepbrothers, stepsisters and children in foster care within a family unit.

Although the Pre-School has a strong link with Stoke Holy Cross Primary School, a place at the Pre-School doesn't guarantee your child's admission into the primary school. This is decided by Norfolk County Council.

The Pre-School is advertised in the local area on notice boards to ensure that all parents and carers of Pre-School aged children are given an equal opportunity to join the waiting list. Details are also circulated by the Norfolk County Council's Childcare Information Service.

Intake

There are two annual intakes to the Group, in the Autumn and Spring Terms. (See Qualification above) There can also be additional intakes according to numbers. We can only hold a maximum of one session for half a term for September starters. This is at the discretion of the committee.

Admissions Procedure

On enquiry, parents will receive an expression of interest form. When allocating sessions for the new academic year, the Admissions Secretary will contact parents of any children currently attending Pre-School asking which sessions they would like in the next academic year. The sessions will be allocated and the parents informed by the end of the Spring Term. At the beginning of the Summer Term the parents of children on the waiting list will then be contacted. Using the admissions criteria above the sessions will be allocated to the children on the waiting list.

A home visit will be arranged by the manager and the child will be given a book bag, photo album and home / school diary. Parents and children will be invited to attend a Stay and Play session following their home visit and prior to starting their sessions.

On joining the group, parents will be sent this document via e-mail. It will also be made available upon request.

The Pre-School has a t-shirt and sweatshirt with the logo on. It is an optional item of clothing and available to purchase via Birds of Dereham.

If a parent decides to defer their child from starting school at the beginning of the academic year, Stoke Holy Cross Preschool is unable to extend their placement with us.

Admission Details

Prior to leaving their child on their first session, parents will be requested to complete an admissions pack. They will also be given consent forms to sign, information and briefing regarding the role of volunteer helpers and the assessment & record keeping systems employed. The latest Ofsted inspection report will also be made available upon request.

Admission details required from parents are:

- full name, address and telephone number of both parents and child
- date of birth (a copy of Birth certificate must be provided)
- details of any religious or cultural considerations needed when caring for the child
- significant health information (allergies, disabilities, etc)
- details of who to contact in the event of an emergency
- name, address, and telephone number of the family doctor
- dietary information
- Any other relevant information (e.g. access or custody arrangements).

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

Admissions details are strictly confidential and will be kept in a secure place. Prior written permission will also be required to allow the children to leave the Pavilion on supervised trips, (e.g. weekly Friday visits to the Primary school hall for gym, walks up to the allotments, bus trips to the library).