



3B

Admissions and Settling in Policy

Bradpole Preschool is an equal opportunities Preschool, welcoming all members of the community. We welcome mothers, fathers, children, other relatives and other carers, all ethnic, religious, and social groups, and anyone with particular special needs. Invitations to contact the Preschool are displayed around the community in a variety of premises, welcoming all interested parties. When accepting from the waiting list, we take siblings from families already established at the preschool, and returning families first. Children whose parents work on the site of the Sir John Colfox Academy and children of the staff of the preschool are also accepted first. After this come children who will be attending local primary schools. We look at the age and needs of individual children and their families. Priority will go to those children not already attending an Early Years setting. Special cases will be taken into consideration, as we look at each case individually. We are registered to take children from the age of two, depending on the individual child, our numbers and staff ratios. In order to accommodate emergency admissions we endeavour to keep a place vacant, if this is financially viable. This also applies to special cases. The Preschool offers a flexible payment system for parents with differing needs. Payment can be made weekly, monthly or every half term. The current fees are £12 per session until the term after the child turns three, then they will be government funded for up to 15 hours a week. A child may attend for more than 15 hours per week, if places are available, the fees for this are currently £4.80 per hour.

As per our Role of Key Person policy 3a, we operate a key person system. Each child has a key person team and a nominated keyperson who are responsible for settling them and their family into the group and compiling a learning journal of assessments, photos and observations of the children. There will always be at least one of the child's key persons working on each session that the child attends. Parents/carers are invited to stay until their child is settled in.

Parental involvement is encouraged in all aspects of the group such as fundraising events, outings, committee meetings etc. and helping in the group with activities. If parents wish to join the committee, they are given full information on the committee, its role, and responsibilities.

The Preschool recognises that many different types of family successfully love and care for their children. We want all children to feel safe and happy in the absence of their parents/carers, learning to recognise other adults as a source of positive authority, help and friendship.

Every half term we send out newsletters and a half term agenda so that parents can discuss with their children what we will be doing and have done. This enables children to share with their parents/carers what they have learnt and enjoyed. Every term parents are invited into a drop in session to discuss their child's progress and to look at their child's 'Learning Journey'.

Staff are always available at the beginning and end of sessions to talk to parents and will give an informal summary of the session to the parent after most sessions. Parents are invited in for termly consultations, to look at their children's progress, and can make appointments at any time if they have something that they wish to discuss.



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This policy was updated at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn Term 2019

Date to be reviewed: Autumn Term 2020