

ADMISSIONS POLICY

Statement of intent

It is our intention to make our pre-school accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures.

Methods

We operate the following admissions policy in order to achieve this aim:

- We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible - in written and spoken form - and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We arrange our waiting list in birth order. In addition, our policy may take into account the following:
 - the vicinity of the home to the pre-school;
 - siblings already attending the pre-school;
 - date of registering a child for a place with our pre-school; and
 - receipt of registration fee to hold this place.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our pre-school and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our pre-school and its practices in terms of how it enables children with disabilities to take part in the life of the pre-school.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our Equal Opportunities Policy widely known.

- We consult with families about the opening times of the pre-school to ensure we accommodate a broad range of family needs.
- Fees are charged per half-term with invoices issued and distributed to parents/ carers at the beginning of the half-term. Roundabout Pre-school must receive payment within 14 days of the receipt of the invoice but no later than 7 days before the current half-term ends. Fees in arrear will lead to the withdrawal of your child's place. Please refer to the Terms and Conditions of your contract.

Admissions

Children may attend pre-school once they are 2 years old until school starting age if place/ places are available.

Upon enrolment of your child at our pre-school, we may request a confidential reference from the last or all previous childcare providers of your child.

New Starters will receive written confirmation of the sessions that have been allocated for the forthcoming academic year. For children who already attend Roundabout, our pre-school leader will confirm sessions in the current academic year for the forthcoming academic year.

4 weeks written notice (letter or e-mail to the pre-school leader) must be given to change/ cancel sessions.

Fees in arrear will lead to the withdrawal of your child/ children/s place(s). We will always give you a final reminder to pay your outstanding fee before any such action.

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