

1. Admissions

Version number	Dates produced & approved	Reason for production & revision	Author	Locations	Proposed next review date
V1.0	Jan 2010	First adopted	Cttee	Dropbox.com Website	
V2.0	Jul 2016	Reviewed	C Timbrell	Dropbox.com Website	July 2017
V3.0	Nov 2017	Reviewed, updated & version controlled	K Coupe	Dropbox.com Website	2019/20
V4.0	2 Nov 2020	Reviewed, updated & hyperlink added	L Telka	Dropbox.com Website	Nov 2021
V5.0	7 Nov 2022	Reviewed and updated • inclusion of Associate Policies and Procedures section as per EY Services Safeguarding audit (section 175/157); • change in session attendance	K Coupe & J Dyer	Dropbox.com Website	Nov 2024
V6-0	22 May 2024	Updated to include confirmation of the need for a child to attend 2 sessions to secure a place at the setting	K Coupe	Dropbox.com Website	May 2026

Statement of Intent

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

The Committee has set a minimum session attendance at the setting of 2 separate sessions a week to secure a place. Days/times will be dependent on spaces available and staff to child ratios. For example:

- two morning sessions, ie. 9am to 1pm; or
- two afternoon sessions, ie. 1pm to 3.30pm; or
- a combination of the above two which could be on one day; or
- two full day sessions, ie. 9am to 3.30pm; or
- a combination of part and full sessions, ie. one morning/afternoon (as above) **and** one full day (9am to 3.30pm)

Please talk to the Play Leader in the first instance.

Key Facts:

- We provide care for children age two years old to almost five years old term time only.
- We offer two sessions, (09.00hrs-13.00hrs and 13.00hrs - 15.30hrs). Sessions can also be all day (09.00hrs – 15.30hrs, two sessions)
- We are eligible to accept Nursery Education Grant (NEG) for 2 years olds where applicable. Families can find out if their child is eligible for funding on the Gloucestershire County Council [website](#).
- Where a child is not eligible for the NEG, then fees apply (see Policy 26)
- NEG is provided from the Government via the County Council¹. Every child is eligible for up to 15 hours funded per week for 38 weeks a year from the term after their child turns 3.
- For those eligible, we are also able to offer the 30 free childcare hours.
- By government policy, you can share your NEG hours between two settings (which can mean North Nibley Preschool and another preschool, day nursery, maintained nursery school or class, or registered childminder).
- Policy 26- Payment of children's invoices provides more information regarding, deposits, invoicing and notice period.

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

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of North Nibley 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 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 North Nibley Pre-school; and
 - siblings already attending the Pre-school.
- 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 setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the Pre-school.
- We make our equality and diversity policy widely known.
- We consult with families about the opening times of North Nibley Pre-school to avoid excluding anyone.
- We are flexible about attendance patterns to accommodate the needs of individual children and families but we do require children to attend a minimum of two sessions per week. One session is either 09.00hrs to 13.00hrs or 13.00hrs to 15.30hrs.

¹ We adhere to the requirements contained in the Gloucestershire Local Provider Agreement “Early Years Funded Entitlements for 2, 3 & 4 Year-Olds”

Further Guidance

- Gloucestershire Local Provider Agreement “Early Years Funded Entitlement for 2, 3 & 4 Year-Olds”

Associated policies and procedures

- 8 Equality and diversity
- 26 Payment of children’s invoices