



Harden Pre-School & Memorial Hall
Springfield Breakfast & Afterschool Club



Admissions Policy

Policy Statement - Harden Pre-School

It is our intention to make Harden Pre-School accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to Harden Pre-School through open, fair and clearly communicated procedures.

The numbers and ages of children admitted to Harden Pre-school comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities available at the Pre-school.

Registration Fee

No registration fee is required although we are unable to secure your child's place until the application form and registration details are returned to Harden Pre-School.

Procedures

Harden Pre-school use the following admission criteria, which is applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred Setting
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
4. Children who have siblings who are already with us

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability. We operate a waiting list and places are offered on an availability basis.

We operate an inclusion and equality policy and ensure that all children have access to Pre-School places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending Pre-School, parents/Carers must complete and sign various forms. These forms provide Pre-School with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, Doctor and Health visitor contact details, allergies, parental consent etc.

Ad hoc sessions are given as and when numbers allow but these are generally not manageable due to staff to child ratios. Unfortunately, we would find it hard to cater for children of shift workers who require different days or parts of the day on a weekly basis. We always look at the individual needs of any child during our admission process.

Providers eligible to provide government funded places for early education

As a setting we are registered to accept government funding (detailed in the code of practice) and offer funded places for two-year-olds and three- to four-year-olds for early learning sessions specified by the local authority. At Harden Pre-school we currently provide 40 funded places for children which is subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for admissions for a nursery education funded place, we have a termly intake, beginning the term following your child's second or third birthday.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

This policy was adopted on	Signed on behalf of the setting	Date for review
14 th December 2023	<i>Karen Clarke Manager Jo Jones Business Manager</i>	13 th December 2024



Harden Pre-School & Memorial Hall *Springfield Breakfast & Afterschool Club*



Admissions Policy

Policy Statement – Springfield Breakfast & After School Club

It is our intention to make Springfield Breakfast and Afterschool Club accessible to children and families from all sections of the local community who currently attend Harden Pre-school and Harden Primary School. This will be on a first come first served basis.

Registration Fee

No registration fee is required although we are unable to secure your child's place until the application form and registration details are returned to Harden Pre-School.

Procedures

Springfield Breakfast and After School Club use the following admission criteria, which is applied in the following order of priority:

1. Children currently attending Harden Pre-school and Harden Primary School
2. Looked after children
3. Children who have siblings attending Harden Pre-school
4. Harden Pre-school leavers

We ensure that the existence of Springfield Breakfast and Afterschool Club is widely advertised in places accessible to all sections of the community. Our policy does not discriminate against children who live outside the area.

At Springfield Breakfast and Afterschool Club we welcome parents, grandparents and other carers to take part in the life of Springfield Breakfast and Afterschool Club. We treat each child and their family alike, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity.

We consult with families about the opening times of Springfield Breakfast and Afterschool Club to ensure we accommodate a broad range of family needs.

When numbers are low, we can be flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in Springfield Breakfast and Afterschool Club that provides stability for all the children. We always look at the individual needs of any child during our admission process.

This policy was adopted on	Signed on behalf of the setting	Date for review
<i>14th December 2023</i>	<i>Karen Clarke Manager Jo Jones Business Manager</i>	<i>13th December 2024</i>