



## Cutnall Green Pre-School Admissions Policy

### Admission Procedures

- Our admissions are based on a waiting list system, priority will be given to those children who have been on the waiting list for the longest period of time or depending on the availability of sessions with spaces. This is subject to the provision being able to meet the reasonable needs of a child.
- We welcome children after they have had their third birthday.
- We may be required to recruit additional staff for children with additional needs. We will retain the child's place on the waiting list until this position has been recruited, at which point a start date can be offered.
- The receipt of all applications will be recorded and dated. Applications will be considered within 2 weeks of being received, however, start dates may be later depending on the setting vacancies.
- Parents/Carers will be contacted by the Pre-School Team to advise them of the availability of a place, or when a place may become available. It is the parent's responsibility to inform the school if they no longer require a place whilst on the waiting list. Once contacted, failure to respond will mean that the child is removed from the waiting list.
- Where possible we aim to provide preferred session times or provide alternative days/ times if these are not available. If a day/session time is declined, it will be offered to the next child on the waiting list.
- It is at the headteacher's discretion whether priority will be given to Looked After Children.
- Adult:child ratios must be adhered to at all times.
- We operate a minimum booking of at least 4 sessions per week for all children. However the school reserves the right to offer fewer sessions per week if the required 4 sessions are unavailable. In such cases, as sessions become available, the child would be expected to increase to satisfy the admissions criteria.

- Prior to the admission, we will require a completed application form, including any specific medical details. Only upon receipt of this application form will a child be granted a place, or added to the waiting list.
- When the place has been confirmed we will liaise with you to discuss your child's induction needs.
- Your child is welcome to attend additional sessions subject to our ability to comply with staffing ratios, therefore **attendance must be agreed in advance**.
- A minimum of a term's notice must be given to end or reduce your child's sessions at Cutnall Green. Please note that funding is not transferrable to another setting mid-term.
- Children's confidential contact information, medical records, dietary requirements, and permissions will be stored on our secure school system, ScholarPack.
- Ordinarily, children are expected to stay for the full session that has been booked.
- On the event of late collection of your child at the end of their session, we reserve the right to apply a £10 charge.