

Admissions Policy

Statement of intent

It is our intention to make Bagshot Community Pre-School (BCPS) accessible to children and families from all sections of the local community.

Aim

It is the aim of BCPS that all sections of our community have access to the Pre-School through open, fair and clearly communicated procedures.

Procedures

In order to achieve this aim, we operate the following Admissions Policy:

- We ensure that information about our Pre-School is accessible in both written and spoken form. We describe our Pre-School and its practices in terms that make it clear that we welcome all.
- 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 competences in spoken English.
- We make our Equal Opportunities Policy widely known.

Allocation of Pre-School spaces

BCPS is registered to offer a maximum of 24 spaces for children aged 2 – 4, per session. Consideration will be given to the number of children on roll per cohort along with the individual needs of the children.

1. On initial enquiry via phone, email or the BCPS website, parents are invited to visit, usually during a Thursday morning session. The Pre-School Manager will show prospective parents around the setting and answer any questions.
2. At the end of the visit, if BCPS is able to offer a place for a child, parents are invited to return an Enrolment Form and Administration Fee of £30.
3. If we are unable to offer a place for a child, parents are invited to return an Enrolment Form without an Administration Fee so that the child can be placed on a Waiting List, the £30 is then payable on receipt of an offer of a place.
4. BCPS will confirm receipt of the Enrolment Form via email. Parents are encouraged to return their forms as soon as possible as Pre-School and Waiting List places will be offered on a first come, first served basis in accordance with the confirmed receipt date. Pre-School places will not be held pending receipt of forms and payment.
5. Parents will receive a written start date and confirmation of sessions no later than half a term prior to the start date.
6. All children are invited in for a Settling In session and offered a Home Visit, providing an opportunity to meet their Key Person prior to starting at BCPS.

If there is an equal claim to a place on the above basis, then we would consider the following priorities:

- If a child is FEET Funded
- Whether siblings currently or previously attended the Pre-School

Allocation of sessions

There can be a maximum of 24 children attending per session, depending on ages and ratios.

BCPS runs 5 types of sessions:

| | |
|----------------------|-----------------------------------|
| AM | 08:45 – 11:45 (3 hours) |
| AM with lunch | 08:45 – 12:30 (3.75 hours) |
| All Day | 08:45 – 15:00 (6.25 hours) |
| PM with lunch | 11:45 – 15:00 (3.25 hours) |
| PM | 12:30 – 15:00 (2.5 hours) |

- Children are required to attend a minimum of 2 sessions over 2 days.
- We cannot guarantee to hold places for children should a parent wish to defer the start date for their child.
- We cannot guarantee to satisfy all requests for sessions.
- Priority will be given to children who already attend BCPS in the event that all preferred sessions cannot be accommodated.

Changes to sessions

Parents are required to notify the Pre-School in writing, giving half a term's notice, should they wish to change their child's sessions or no longer require their place. Requests to change sessions will incur a £10 Administration Fee and parents will be liable for half a term's fees if they do not provide sufficient notice. This fee will not apply if you are increasing your child's sessions.

Refund of Administration Fee

Administration Fees will be refunded to parents, within 4 weeks of their child's start date at BCPS, for children who go straight into funding and do not exceed their total number of funded hours, i.e. 15 or 30 hours. Parents will also be given the option to donate the fee to the Pre-School.

Bagshot Community Pre-School reserves the right to change this procedure where appropriate.

This policy was adopted by the BCPS Committee on 7th January 2019.

Signed on behalf of the Pre-School

BCPS Manager

BCPS Executive Committee