



Admissions

Policy and purpose

Our preschool nursery is available to all children aged between 2- 5 years old, your child/ren may attend either term time only or all year round. Funding can be used term time only or stretched across the whole year as required.

Children aged over 5 years old, may attend our afterschool and holiday clubs, alongside the preschool children.

- Prospective parents are invited to come and visit our preschool during working hours, this provides an opportunity for new parents to see how the group operates. Appointments can be made by contacting the setting either by email or phone call.

An introductory handbook is available which gives prospective parents a brief insight into the set-up of the nursery. This includes an application form which parents should complete and return, stating the days/ sessions and times that you require your child to attend. **By completing the handbook and enrolling your child at one of our preschools, you are agreeing to abide by our policies and procedures.** Further information and a copy of our handbook and admissions policy can be downloaded from our websites; harlestonpreschoolnursery.co.uk
alburghwithdentonpreschoolnursery.co.uk

- In the event that we are full, we operate a waiting list; and a place will be offered to your child/re if or when there is availability.
- As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.
- Parents and Carers requiring extra sessions for their child should either speak to a member of staff or email the setting and arrangements will be made as soon as possible.
- We work with parents to ensure that as far as possible the hours/sessions that your child attends with their free funded entitlement are convenient to you and your child, given the availability we have at the time of registration.

Early Education is offered within the national parameters;

- No session to be longer than 10 hours
- Not before 8.00am or after 6.00pm
- A maximum of two sites in a single day



- Early Education is offered to families 50 weeks of the year and the funded hours can be claimed (to the maximum available)

We recommend that the parents / carers attend the first 1 or 2 sessions with their child as required, if their child is not familiar with our preschool and has not attended Stay and Play sessions; thereby enabling the child to get to know the staff, and the layout of the building with the security and support of their parent on hand; any parent wishing to exceed this settling in period may do so.

Parents and children attending the sessions during this settling in period should arrive at 9.30am and leave by 12.15pm.

The preschool runs stay and play sessions during the school holidays, to support children and their parents to make healthy transitions into the preschool. These sessions are particularly useful for families with children on our waiting list preparing to start preschool, as they enable the children to get to know the setting and the staff, before being left for the first time.

Please contact the setting to arrange a suitable time for you and your child to come and attend a stay and play session, parents must remain with their child at all times during these sessions.

We follow the requirements of the EYFS (2021) and provide an inclusive environment for all children and their families. We are required to comply with the requirements of the Equalities Act 2010 and The Special Educational Needs Code of practice - 2015.

We monitor and review the progress and development of all our children. However, where a child appears to be behind expected levels of development or where a child's progress gives cause for concern, we adopt a graduated approach with 4 stages of action: Assess, Plan, Do & Review. We work in partnership with parents and provide information on how we support their child's development, and we seek consent to request support from outside agencies where necessary.

We have a responsibility to identify groups of disadvantaged children who attend the setting and will apply for additional funding available locally, if families meet certain criteria. We use this funding to ensure support is in place to improve children's outcomes.

We work with the local authority via 'SEND Local Offer' to ensure information is available locally to parents, to ensure they are able to make choices about the right childcare provision for their child with SEND. You can find out more about our Local Offer on our website.