



Admissions and Attendance Policy

Statement of intent

It is our intention to make our setting accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions procedure:

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- 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 setting.
- We arrange our waiting list in birth order. Within that list a higher priority is given to siblings – past and present – and to children who do not attend other childcare settings.

Minimum attendance requirements (“year” refers to Academic year)

- In the year they turn two, children must attend a minimum of two mornings per week.
- In the year they turn three, children must attend a minimum of three mornings per week, or two full days. In addition, from the term they become eligible for the 15 hours of Free Entitlement (the term after they turn three), all children must take their full 15 hours. Children accessing the 30 hours funding must attend a minimum of 18¾ hours.
- In the year they turn four, children must attend a minimum of four mornings, or two full days plus one morning. Children accessing the 30 hours funding must attend a minimum of 18¾ hours.
- Forest School may not be included in the 15 hours Free Entitlement.
- In exceptional circumstances we may agree to a lower attendance level.

This policy was adopted at a meeting of Child’s Play Pre-School name of setting
Held on (date) 01/02/15
Signed on behalf of the Proprietor _____
Role of signatory _____
This policy was reviewed on 21/01/19 (date)
continue as necessary _____ (date)