

# Admissions

## Statement of intent

It is our intention to make Alderton Acorns Pre-school accessible to all children within our community.

## Aim

We aim to ensure that all sections of our community have access to the setting through our open, fair and clearly communicated procedures.

## Method

The following guidelines have been agreed by the management team and the committee in order to give all children within our community an equal opportunity of admission to Alderton Acorns:

- The preschool will be advertised within the local community, at the toddler group and on the PATA website.
- In addition, the Pre-school has its own website: [www.aldertonacorns.org.uk](http://www.aldertonacorns.org.uk) and facebook page
- The preschool has an open door policy where prospective parents/carers and children are welcome to join the session.
- A prospectus is available to all interested parties and the Playleader or the chairperson of the committee are always willing to talk to parents/carers about the setting and/or answer any questions.
- Children from 2 years 6 months (exactly) will be accepted at the preschool, unaccompanied.
- Children under 2 years 6 months (exactly) are welcome to join the preschool session, accompanied.

- When a waiting list exists the following criteria are considered before a child is admitted to the group:
  - The age of the child (see admissions above).
  - Length of time spent on the waiting list - if the group is oversubscribed those who have been on the list the longest will be admitted first.
  - Geographical catchment area - children from Alderton, Dumbleton and the surrounding villages will be given preference over children from outside the area.
  - Special needs or referral from the Local Authority.
  - Brothers or sisters attending the group.
  - Sole placement. We give priority to `sole placement` children when there is a heavy pressure on places, as it is felt that it can be confusing for young children to attend more than one Pre-school during the week. However, this is not deemed appropriate for children with special needs who receive help in a specific area or children who attend a Nursery with completely different to that offered at Playgroup.
- Before a child commences at the setting the parent/carer and child are invited to attend our accompanied sessions which will provide an invaluable introduction to preschool life. The aim of the session is to allow the child to become comfortable within our Pre-school environment, whilst leading up to a time of independence on reaching 2 years 6 months and "going solo".
- During this time the parent/carer will be expected to stay with the child. The parent/carer and child will be encouraged to participate in the session. In addition they will be orientated to the setting, any registration paperwork will be completed and they will be shown our policy folder. The parent/carer will be encouraged to ask questions.
- On such occasions the parent may not be included in the staff ratios.
- Children who lack confidence or who have other difficulties at the setting may need to be accompanied by their parents during sessions. Any such arrangement should be at the discretion of the person in charge after discussion with the parents.
- At all times our equal opportunities policy will be adhered to and made widely known.