



Lavenham Pre-School  
Lavenham Village Hall  
Church Street  
Lavenham  
Sudbury  
Suffolk CO10 9QT  
01787 249738

[lavenhampreschool@gmail.com](mailto:lavenhampreschool@gmail.com)  
[www.lavenhampreschool.co.uk](http://www.lavenhampreschool.co.uk)

## Admissions Policy

### Policy statement

It is our intention to make our setting accessible to children and families from the local community. We aim to ensure that our community has access to the setting through open, fair and clearly communicated procedures.

At Lavenham Preschool we are able to offer 30 hours extended funded places. Providers can offer the extended entitlement in part (i.e. less than 30 hours but more than 15 hours). Similarly, parents do not have to take up the full 30 hours – if an eligible parent wants to take up, for example, 25 hours per week, these will still be funded.

Universal 15 hours can be accessed 9.15am – 12.15pm and 1.15pm - 3.15pm. Charges apply outside of these times. Extended hours may be taken across the settings opening hours. These hours can be subject to change dependent on demand.

Breakfast club (8.00am – 9.15am) and Little Owls (3.15pm – 6.00pm) runs subject to demand and is not guaranteed. We cannot open during these hours with insufficient numbers.

### Procedures

- We welcome each child and their family, having regard to their needs arising from their gender, special educational needs, social background, religion and ethnicity or from English being an additional language.
- We arrange our waiting list in order of enquiry. All admissions are dealt with in the order that they are received.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.

- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with special educational needs to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
- The child's parent/carer must complete an enquiry form and this is filed by the Manager. Each application will be dealt with on an individual basis upon enquiry. First choice of sessions may not always be available, this will be discussed with the parent at the time. If a space is declined it will be offered to the next person.

### **Number of places**

- We offer 24 spaces per preschool session.
- We will take one extra child in exceptional circumstances, at the discretion of the Manager and Committee. We will not exceed 25 children per Preschool session.
- If there is exceptionally high demand, we will let Suffolk County Council know and work with them to support parents to find alternative places.
- Wherever possible, we will try to give your child a place at our Preschool. Sometimes we may be able to offer you a place, but the exact sessions you have requested may not be available. If this is the case, we will discuss with you the sessions we are able to offer.
- If there are no places available, we will add your child's name to our waiting list. We would also advise you to contact the Family Information Service on 0345 60 800 33 who will be able to support you to find a place.
- If there are fewer places available than the children wanting them we use the Oversubscription criteria to decide who will be offered places.

## **Registering for a Place**

- When initial contact is made, the enquiry form is placed on file until such time that a space becomes available.
- If a place is immediately available then the registration process can start immediately.
- If a parent/carer was on the waiting list and a space becomes available, they are contacted to see if they are still wanting a place. They are then invited along with the child to visit the setting. During this visit parents/carers are shown around the premises, introduced to staff and shown the learning opportunities available to the children at the setting.
- Parents/carers are given 1 week to reply to accept a place.

## **Allocation of Sessions and Waiting List**

- We are not able to leave places empty. This may mean that a child is offered a place in September, but they have not had their name down on the waiting list as long as a child who wishes to start in January,
- Parents must check eligibility for funded hours independently.
- We offer places to children who are eligible for 15 hours funding, these being children the term after they have turned 3 years of age and those who are eligible for 2-year funding as well as children whose parents will be invoiced for all their hours or additional hours.
- For those children, eligible for the 30 hours funding we will allocate places each year for parents/carers as is financially sustainable for the setting. These places will have set times and parents must prove their eligibility before a place can be reserved for the additional fifteen hours. If a child falls out of eligibility during a term fees will become payable from that date.

## **Oversubscription criteria**

If there are more applications than places, the Preschool needs to decide the criteria which it will use when deciding which children to allocate places to. This is as follows:

- Children aged 3 or 4 years old who have an Education, Health and Care plan which names our Preschool must be offered a place.
- Looked after children and previously looked after children
- Children who are the subject of a recognised child protection plan where a specific school nursery is identified.
- Children who are already at the setting and wish to increase their hours.
- Children wanting to take their full entitlement.
- Children wanting to purchase hours in addition to their free entitlement.
- Children who are resident in the local community.

Enquiry forms do not guarantee a place at the Preschool. We will contact you nearer the time with availability.

The following is also taken into consideration

- Priority will be given to maximise occupancy. The decision is made by the Manager. There is no right of appeal.
- Every effort is made to accommodate preferences however no guarantees can be given that parents/carers will be given their first-choice sessions.

#### **Oversubscription criteria** – supporting notes

**Previously looked after children:** This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children’s Act 2001. Child arrangement orders are defined in Section 8 of the Children’s Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order.

**Twins, Triplets and other multiple births:** Where applications are received from families with multiple birth siblings’ places will be allocated together wherever possible. This recognises the exceptional nature of the bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative setting with sufficient vacancies to accommodate both or all of the multiple birth siblings.

**Tie Break** – If it is not possible to distinguish between applicants there will be a random ballot.

This policy was adopted by	_____	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	

#### **Other useful Pre-school Learning Alliance publications**

- Seasonal Hello Posters (2006)