



Lavenham Pre-School  
Lavenham Village Hall  
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## Holiday Club-Admissions Policy

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.

### 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 admission and waiting list in order of enquiry and the individual needs of each child. In admission process we will take under the account if the needs of individual children can be met. All admissions are dealt with in the order that they are received.
- 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 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- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

- Each application and admission will be dealt with on an individual basis upon enquiry by pre-school Management. 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.
- We will ask all parents to fill out the enquiry form stating which days of Holiday Club are desired. Then depending on staffing capacity and individual needs of each child we will confirm if the requested space has been allocated.
- Lavenham Pre-school has a duty of care to all, insuring health and safety of all children attending Holiday Club
- We insist on meeting all children before they will be admitted for the Holiday Club to assess their individual need to ensure we are able to provide the support they need.

### **Number of places**

- We offer 24 spaces 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 Holiday Club. Sometimes we may be able to offer you a place and the exact sessions you have requested may not be available. If this is the case, we will discuss with you alternative sessions.
- If there are no places available, we will add your child's name to our waiting list.

### **Registering for a Place**

- When initial contact is made, the enquiry form is placed, and individual needs of each child are considered.
- We then invite you along with the child to visit the setting. Lavenham Pre-school is open Monday to Friday 8am-5pm. During this visit parents/carers are shown around the premises, introduced to staff and shown the learning opportunities available to the children.
- After considering individual needs of the child Pre-school Management will contact parents about the available sessions.
- Parents/carers are given 1 week to reply to accept a place.
- All fees must be paid beforehand. If we won't receive payment by this day your booking will be cancelled.

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.

This policy was adopted by Lavenham Preschool *(name of provider)*

On February 2026 *(date)*

Date to be reviewed February 2027 *(date)*

Signed on behalf of the provider



Name of signatory Roy Mawford

Role of signatory (e.g. chair, director or owner) Chair of Trustees

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

- Seasonal Hello Posters (2006)



## Enquiry form Holiday Club 2024

Dear Parents/Carers,

It is our intention to run a Holiday Club here at the Pre-school for children aged 3 – 8 years.

Please see the table below for times and prices.

The club will be running on the following dates:

### First week: 22<sup>nd</sup> July 2024

- Monday 22<sup>nd</sup> July
- Tuesday 23<sup>rd</sup> July
- Wednesday 24<sup>th</sup> July
- Thursday 25<sup>th</sup> July

### Second week: 19<sup>th</sup> August 2024

Monday 19<sup>th</sup> August  
Tuesday 20<sup>th</sup> August  
Wednesday 21<sup>st</sup> August  
Thursday 22<sup>nd</sup> August

### Introductory Offer Prices are:

Whole day session. 9am – 5pm ( Hot lunch and snacks included <b>£40.00</b>
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Please complete the attached reply slip to book your place. Any children who are not currently registered with us will need to complete a registration form. Your place is only secured on receipt of payment. Once the place is secured no refunds will be given.

Kind regards

Lavenham Pre-School

**Childs Name/names:**

**Childs Age:**

Sessions Required – please tick.

**Forms must be returned by Friday 24<sup>th</sup> May to Lavenham Pre-School**

	Whole day session. 9am – 5pm <b>£40</b>
First Week W/C 22 <sup>nd</sup> July 2024	
Monday	
Tuesday	
Wednesday	
Thursday	
Second week W/C 19 <sup>th</sup> August 2024	
Monday	
Tuesday	
Wednesday	
Thursday	

There will be planned activities each day to meet all age groups attending.