**Admissions Policy**

**General**

We are registered to accept children from when they turn 2 years old.

The age at which children are ready for Pre-school varies greatly. If a parent feels that their child is not ready to start, their place may be deferred. Once a child has started, it may occasionally become apparent that the child is not ready for Preschool.

The following criteria are applicable when allocating places:

* A requirement of the Suffolk County Council Directory of Early Education Providers stipulates that we must ensure that we give preference of places to SEN children, funded four-year-old children, then funded three-year-old children and then funded two-year-old children for the universal 15 funded hours per week
* The remainder of the waiting list is on a first come first served basis. If preferences have been expressed before the allocations take place, these will be met if possible, although no guarantees will be made
* Children will initially be offered a minimum of 2 sessions per week
* Spaces will then be allocated for the extra 15 funded hours to those families who are eligible to claim the 30 hours offer.
* The 15 universal hours (or 30 funded hours for those eligible) can be used for early and late stay clubs, lunch club and late stay club BUT THIS IS SUBJECT TO ANNUAL REVIEW
* 10% of spaces will be kept free in the Autumn term of each academic year if necessary to allow children access to further sessions in the Spring term if required
* The above criteria are subject to amendment each term, should the Setting Manager and Committee see fit, depending on spaces available and the demand for these spaces
* Any extra hours over the 15 funded hours are subject to availability each term and at the discretion of the Setting Manager
* WE RESERVE THE RIGHT TO CLOSE VERY QUIET SESSIONS IF THESE ARE NOT FINANCIALLY VIABLE, AND MOVE THOSE CHILDREN TO OTHER SESSIONS

Our pre-school aims to follow the DfES Code of Practice on special educational needs and also to the guidelines supplied to private and voluntary providers of pre-school education. We welcome all children and provide appropriate individual learning opportunities.

We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language.

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 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.

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 monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity

**SPECIAL NEEDS**

In accordance with the Special Needs Policy, children with special needs are admitted to the pre-school after consultation between parents, pre-school leader and Special Educational Needs Coordinator (SENCO). The Pre-Schools SENCO is Carol Luton.

* Ideally the consultation process will usually start at least 2 months before the child is expected to join the pre-school
* During the consultation process, we will, with the parents' permission, ask for reviews from professionals who have been involved with the development of the child
* A home visit will be carried if needed to discuss any needs or concerns with the parents and to involve them in the consultation process
* Visits to the child will be carried out by the SENCO and, where and when appropriate, other members of staff who will be involved with the care of the child at pre-school
* The child and their parents will be invited to visit pre-school with the SENCO

*This policy is reviewed annually by Martlesham Preschool Committee*